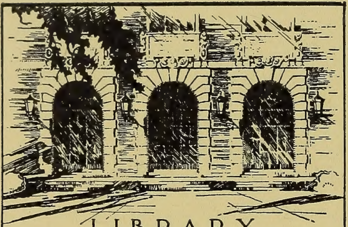

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Manchester College

BULLETIN

Vol. 7 APRIL, 1914 No. 38

CATALOGUE
1914-1915

Published Bi-Monthly by
MANCHESTER COLLEGE
NORTH MANCHESTER, INDIANA.

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4/15-1921/22

Manchester College Bulletin

Entered Dec. 24 1907, at North Manchester, Ind., as second-class matter under act of Congress of July 16, 1894.

Vol. 7. APRIL, 1914 *No. 38*

CALENDAR 1914-1915

FALL TERM TWELVE WEEKS.

This volume is bound without 1918/19

which is/~~are~~ unavailable.

May 24, Monday—Reception to the graduates.
May 25 and 26, Tuesday and Wednesday—Term examinations.
May 26, Wednesday afternoon—Business meeting of the Alumni.
May 27, Thursday—Last chapel service and class day exercises.
Thursday Evening—Nineteenth Annual Commencement.

SUMMER NORMAL TWELVE WEEKS.

May 31, Monday—Summer Normal opens.
July 12, Monday—Mid-summer term opening.
August 19 and 20, Thursday and Friday—Term examinations.
August 20—Summer Normal closes.

Manchester College Bulletin

Entered Dec. 24 1907, at North Manchester, Ind., as second-class matter under act of Congress of July 16, 1894.

Vol. 7. APRIL, 1914 *No. 38*

CALENDAR 1914-1915

FALL TERM TWELVE WEEKS.

September 8, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 19, Monday—Mid-fall term opening.
November 24 and 25—Term examinations.
November 27, Thursday—Thanksgiving recess.

WINTER TERM TWELVE WEEKS.

November 30, Monday—Winter term opens.
December 18, Wednesday—Holiday vacation begins.
January 5, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM JANUARY 4 TO 16.

Students enroll for the Special Bible Term Monday, January 4.
March 4 and 5, Thursday and Friday—Term Examinations.

SPRING TERM TWELVE WEEKS.

March 8, Monday—Spring term opens.
April 9, Monday—Mid-spring term opening for teachers.
May 22, Saturday—Joint program of Literary Societies.
May 23, Sunday—Sermon to the graduates.
May 24, Monday—Reception to the graduates.
May 25 and 26, Tuesday and Wednesday—Term examinations.
May 26, Wednesday afternoon—Business meeting of the Alumni.
May 27, Thursday—Last chapel service and class day exercises.
Thursday Evening—Nineteenth Annual Commencement.

SUMMER NORMAL TWELVE WEEKS.

May 31, Monday—Summer Normal opens.
July 12, Monday—Mid-summer term opening.
August 19 and 20, Thursday and Friday—Term examinations.
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ORGANIZATION

BOARD OF TRUSTEES.

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UNIVERSITY OF ILLINOIS

FACULTY 1914-1915

OTHO WINGER, A. M., PRESIDENT, Philosophy and English.

Student in Manchester College, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911.

President of Manchester College since 1911.

L. D. IKENBERRY, A. M., Secretary, Mathematics and Science.

Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kan., 1893-1894. A. B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893; President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912.

S. S. BLOUGH, M. E., Biblical Literature.

B. E. Juniata College, 1893; M. E., 1895. Student in Pittsburg Schools of Methods. Student in Bethany Bible School, 1908-1911. Pastor of Church of the Brethren, Pittsburg, Pa., 1900-1907. Pastor of Church of the Brethren, Batavia, Ill., 1908-1911. Professor of Biblical Literature in Manchester College since 1911.

M. L. SANDIFUR, A. M., Psychology, Sociology and Education.

Graduate Indiana State Normal, 1902. A. B., DePauw University, 1906. Graduate Study Indiana State Normal, 1908. Superintendent of Schools at Miami, Ind., 1901-1903. Professor of Latin, Columbus, Ind., High School, 1903-1908. Professor of Latin and Pedagogy, Manchester College, 1908-1912. Graduate student and instructor, DePauw University, 1912-1913. A. M. degree, 1913. Professor of Psychology, Sociology and Education, Manchester College since 1913.

CHARLES LECKRONE, A. M., Greek and Latin.

Graduate of Mt. Morris College, Academic Course, 1894. Graduate Indiana State Normal, 1897. A. B., Indiana University, 1900. Principal of Schools, Brownsburg, Ind., 1897-1899. Superintendent of Schools, Laketon, Ind., 1900-1901. Professor Mathematics and Latin, Warsaw High School, 1901-1902. Instructor and graduate student, Indiana University, 1902-1903; A. M., 1903. Principal High School, Petersburg, Ill., 1903-1905. Principal High School, Charleston, Ill., 1905-1907. Assistant Principal and Professor Mathematics, Manual Training School of Washington University, St. Louis, 1907-1912. Graduate Student in Summer Schools: University of Chicago, 1904 and 1910; University of Missouri, 1908; University of Michigan, 1911. Professor Education, Latin and Mathematics, Manchester College, 1912-1913. Professor Greek and Latin, Manchester College, since 1913.

EDWARD KINTNER, A. M., Science and Agriculture.

Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. degree. Post-graduate in Ohio State University, Summer 1912 and 1913, A. M., 1914. Professor Science and Agriculture, Manchester College since 1912.

M. E. STUDEBAKER, M. Accts., A. B., Economics and Commerce.

Graduate of Muncie High School, 1906. Student in Manchester College, 1906-1910. Student in Indiana University, summer 1909. B. Accts., A. B., Manchester College, 1910. Student in Zanerian Art College and Columbus Business University, summer 1910. Special Student under R. J. Bennett, C. P. A. M. Accts., Manchester College, 1913. Principal of Commercial Department, Manchester College since 1910.

VERNON SCHWALM, A. B., History and English.

Student in Manchester College, 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree. Graduate student University of Chicago, summer school, 1913-1914.

L. W. SHULTZ, A. B., Modern Languages.

Graduate of Lancaster High School, 1907. Student in Manchester College (summer session), 1907-1910. Principal of Lancaster High School, 1910-1911. Student in Manchester College, and assistant in Mathematics and German, 1911-1914. A. B., 1914. Graduate student in Chicago University, summer session, 1914.

I. J. SOLLENBERGER, A. B., Science and Agriculture.

Graduate of Butler High School, 1910. Student in Manchester College 1910-1914. Instructor, 1912-1914. A. B., 1914. Graduate student in Ohio State University, summer session, 1914.

CORA M. STAHLY, B. Mus., Director of Music Department.

Graduate of Teachers' Certificate Course, Manchester College, 1897. Student in Chicago College of Music, 1899-1900. Instructor in Music in Smithville College, and Student in Wooster University, 1901. Private Teacher of Music 1901-1911. Student in Chicago Music College and Graduate under William Sherwood, B. Mus., 1911. Director of Music Department in Manchester College since 1911.

SADIE I. STUTSMAN, Expression and Art.

Graduate of the Academy of Maryland Collegiate Institute, 1904. Private Study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Instructor in Art and Expression, Manchester College since 1907.

ESTHER SHIVELY, Methods and Observation.

Graduate Indiana State Normal. Critic teacher Manchester College, 1910-1914. Principal of Training School from 1914.

ORPHA WORKMAN, Shorthand and Typewriting.

Graduate Stenographic Course, Manchester College, 1911. Graduate Commercial Teacher's Course, Manchester College, 1912.

PRUDENCE MANGAS, Household Arts.

Graduate Union City High School, 1910. Graduate Muncie Normal Institute, 1914.

E. O. SLATER, Industrial Arts.

Student of Manual Training in Armour Institute of Technology and Chicago University. Director of Manual Training at Lakewood Ohio High School. Director of Manual Training in Springfield, Mo., High School, 1911-1914.

W. W. PETERS, Assistant in Latin and English.

Graduate of Bethel High School, 1907. Principal of village schools, Brandt, Ohio, 1907-1912. Student in Antioch College, summers of 1907 and 1909. Assistant in Latin, Manchester College since 1912.

WALTER G. STINEBAUGH, Penmanship.

Graduate of Akron High School, 1911. Student in Manchester College and Zanerian Art School.

CHAS. I. MYER, Geometry.

Graduate Flora High School 1908. Teacher 1908-1913. Student six terms Manchester College.

R. H. MILLER, Assistant in History.

Graduate Manchester College Academy, 1910. Teacher 1910-1913. Student six terms Manchester College.

G. L. WINE, B. S. L., Sunday School Normal.

Graduate Manchester Bible School, 1911. Pastor of Huntington City Church, 1911-1913.

H. H. HELMAN, B. E., Arithmetic.

Graduate Normal English Course, Manchester College, 1914.

BEULAH MANAHAN, Assistant in English.

Graduate Goshen High School, 1911. Teacher 1911-13. Student Manchester College three terms.

J. W. Leonard, Algebra.

Graduate Bryan High School. Theacher 1910-13. Student Manchester College five terms.

WALTER BOYER, Curator of Museum and Laboratories.

Student Manchester College nine terms. Teacher 1909-1912.

JOSEPH E. DUNBAR, Assistant in Athletics.

Graduate Manchester College Academy 1912. Student six terms Manchester College.

MRS. ADA HENDRIX, Matron of Ladies' Home.

H. A. BRUBAKER, Monitor of Young Men's Hall.

O. L. REPLOGLE, College Engineer.

FLOYD IRVIN, Librarian.

IDA PRESS, Secretary to President.

MANCHESTER COLLEGE

HISTORY.

Manchester College had its beginning in 1889, when the first building, Bumgardner Hall was erected. For six years the school was directed by representives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the present campus of ten acres and the one building was purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was cancelled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1906. The transfer of the property to the Church was made in such a way that the institution can never be encumbered with debt.

In 1901 Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

Since 1902 the institution has been controlled by a board of six trustees representing the state districts owning the school. The trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees.

Since 1911 the enrollment has rapidly increased, especially in the College of Liberal Arts. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the spring of 1914 the work has begun on the Science and Agriculture Hall, which will be pushed to completion as rapidly as funds are secured for this purpose.

LOCATION.

The College is located at North Manchester, Wabash county, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and is free from saloons.

North Manchester is easily reached, being situated on the Big Four railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Vandalia, a direct route between Toledo and St. Louis, passes through North Manchester and the Erie is only three miles south of the town. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE.

It is the purpose of this institution to provide a liberal education, at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the state or the church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY.

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethren, under guarded moral and religious inflences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend: (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of that church in which their membership is held, by giving due notice of such desire.

In North Manchester there are six churches, viz.: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran, and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the local congregation in doing the very best possible for the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

GROUNDS AND BUILDINGS.

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine ten-acre campus on which the following buildings are located:

College Hall (erected in 1889). The literary work for the most part is conducted in this building. The Lincoln and Adelphian Literary Society Halls are on the third floor. The music department occupies part of the second floor. The Physical and Biological laboratories and the Museum on the first floor. The Chemical laboratory, Manual Training rooms and Bookstore are in the basement.

Chapel Building (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor.

Ladies' Home (1898). The basement contains a kitchen, dining hall and laundry room. First and second floors are occupied by the students. The building has the convenience of a well regulated home, being furnished with bathroom, electric lights and steam heat. The rooms are well lighted and ventilated and have a beautiful outlook upon the campus. They have just recently been repapered and refurnished.

Young Men's Hall (1906). This building will accommodate 100 students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well lighted, and ventilated, and the hall in every way becomes a desirable home for the young men.

Gymnasium (1911). This building, 44 x64, is the gift to the institution by the students and friends who realized the necessity of a place where proper physical exercise may be taken in the winter time. It is fitted up with parallel bars, swinging ropes, horizontal bars, basket ball apparatus dumbbells and Indian clubs.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125 horse-power boilers and other modern equipment makes it possible to furnish ample heat to any part of any building on the grounds.

Agriculture and Science Hall. The modern college has found that good science laboratories are indispensable. The laboratories have served their purpose very well till the present, but have become entirely inadequate for the work of the growing institution. The spirit of the age demands that the college provide instruction in vocational subjects such as Agriculture, Manual Training and Domestic Science. The trustees have anticipated the absolute necessity for a building more adequate to the needs of the departments of Science and Agriculture by undertaking a vigorous campaign to secure funds to erect such a building. They have secured enough money to begin the work and it is to be hoped that sufficient funds will be forth-coming to complete the building for school work next year.

LABORATORIES.

The Chemical laboratory is fitted up with tables for experimental work in general inorganic chemistry, qualitative and quantitative analysis. The tables are fully equipped with water, waste sinks and reagent bottles. A fireproof supply room adjoining the laboratory contains the necessary chemicals.

The Physical laboratory is provided with apparatus for experimental work in mechanics, heat, light, sound, electricty and magnetism. The Biological laboratory is furnished with compound microscopes and other necessary apparatus; also tables for individual investigation and books of reference. Apparatus for astronomical study has lately been provided.

Considerable new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicately adjusted D'Arsonval galvanometer, fitted with telescope and scale; a sextant; a Lang spectrometer including an A grade Wallace grating; a steam hot-plate for evaporating and digesting solutions; and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

MUSEUM.

The Museum has been moved to the second floor of the College Hall. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaelogical specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY.

The Library room is large and commodious. The shelf capacity has been greatly increased in recent years, and good selections of books added, representing the different departments of the institution. During the past year Manchester College secured the entire library of Dixon College, about twelve hundred volumes of standard books.

The reading room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT.

It is a well known fact that no institution of higher learning receives sufficient funds from the tuition fees of its students to pay the salaries of its teachers. In order to compete successfully with other institutions of learning there is need of financial help by way of endowments, etc. The large universities and colleges are adding thousands and even hundreds of thousands of dollars every year to their already large amounts. It should not, therefore, seem unreasonable, or a wild dream, for the Trustees to ask for one hundred thousand dollars endowment for Manchester College. When this amount is secured the efficiency of the college will be greatly increased. A good beginning has already been made. With the friends of the institution fully awakened to this great need, it should not be difficult to secure the amount asked for.

Some may wonder how they can do this. The college has provided a number of ways for giving:

1. By free-will cash donations. These are the most helpful of all, for it creates a fund, the entire income of which can be used for the immediate benefit of the institution.
2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of donation.
3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

> I give and bequeath to D. B. Garber, Treasurer of Manchester College, North Manchester, Indiana, or to his successor in office, the sum of..........
>
> ....dollars, for the use of said Institution as the Trustees may direct.
>
> Signed..........................

SOCIETIES.

Lincoln and Adelphian—These two societies afford students below the College Department a fine opportunity for literary culture and practice in conducting deliberative bodies. The exercises consist in readings, music, essays, orations and debates. The importance of this training cannot be overestimated. Academic students who are regular in attendance at either of these societies to which they belong and who are faithful in the performance of their duties there will be allowed one-half term's credit on the academic course for each full year they are active members.

The societies are under the control of the Executive Board, and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty appointed by the Executive Board exercises a careful supervision over this work.

The two societies have well arranged rooms on the third floor of the College Hall, where the meetings are held each Saturday evening in the school year. The halls are neatly fitted up and each contains a library and a piano.

All students except those in the College Department, or those who hold active membership in the Bible society, are urged to become active members of one of these literary societies. Students of college standing cannot hold active membership in either of these societies.

Majestica Society—This society was organized in the fall of 1912 for the benefit of college students. Private programs are held weekly and occasionally a public program is given. The aim is to make the work of a grade that will be of most benefit to those of advanced standing. Those who are regular in attendance and faithful in the performance of duty will be allowed one-half hour credit on the college course for each term they are active members.

Commercial Club—This club was organized in 1910 for the commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

RELIGIOUS ORGANIZATIONS.

Bible Society—This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Friday evening in the Bible room. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. B.—The Young Men's Christian Band meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. B.—The Young Women's Christian Band meets each Tuesday evening in the Reception Rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given.

The Volunteer Band—This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Occasionally public programs are given in the adjoining churches for the purpose of arousing missionary sentiment.

COLLEGE PUBLICATIONS.

The College now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a new monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE.

The Senior class of this year has much to its credit, because of the splendid lecture course that it brought to the school and the public. The Senior class of 1914 is planning a more expensive course than the one this year. Five high-class numbers will be offered at rates that will be reasonable for all. The course, as now planned, is as follows: The Metropolitan Grand Quartet; Dr. Russell H. Conwell, the noted lecturer; Dr. Arthur Walwyn Evans, lecturer; Henry A. Adrian, the Luther Burbank lecturer; and Mrs. Marion Ballou Fish, Cartonist-lecturer. Each of these numbers promises to be first class. The course will be a treat to the students who attend Manchester College the coming year.

GOVERNMENT.

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students, when enrolling, pledge themselves to obey the regulations of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

DEPARTMENTS AND COURSES

I. **LIBERAL ARTS COLLEGE,** Degree A. B.

II. **ACADEMY**—The course is four years and prepares for the Normal School, College or University. Certified by the Indiana State Board of Education.

III. **NORMAL SCHOOL**—"Accredited" by the Indiana State Board of Education. Summer School, 1914 accredited by Ohio.

1. Course of twelve weeks for teachers of Class "A."
2. Course of Twenty-four weeks for teachers of Class "B."
3. Course of three years for teachers of Class "C."
4. Normal English course. B. E. Degree.

IV. **BIBLE.**

1. Sunday School Normal course.
2. Two years' course grants diploma.

V. **MUSIC.**

1. Two years' certificate course.
2. Two years' vocal teachers' course.
3. Two years' piano teachers' course.
4. Diploma course (four years) in voice or piano.

VI. **BUSINESS COLLEGE.**

1. Commercial course (36 weeks) with certificate.
2. Commercial teachers' course (72 weeks) confers the degree Bachelor of Accounts.
3. Shorthand and typewriting course (36 weeks) with certificate.
4. Higher Accounting course. Master of Accounts.
5. Professional Penmanship.

VII. **AGRICULTURE.**

A two years' course with certificate.
Four years' Academic Agriculture course.

VIII. **ART.**

IX. **EXPRESSION AND ORAL READING.**

X. **PHYSICAL CULTURE.**

XI. **MANUAL TRAINING.**

XII. **DOMESTIC SCIENCE.**

LIBERAL ARTS COLLEGE

REQUIREMENTS FOR ADMISSION.

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English, three years (units); Mathematics, three years; Foreign Language, three years; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subjects in which they are deficient. If they pursue the college course, these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING.

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

REQUIREMENTS FOR GRADUATION.

1. For graduation from the College Course 186 "hours" credit are required. Of these, one-half are prescribed.

2. The College year is divided into three terms of twelve weeks each. Fifteen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.

3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES.

Languages, thirty hours; History, ten hours; English Literature and Composition, fifteen hours; Mathematics, fifteen hours; Science, fifteen hours; Bible, eight hours.

MAJOR WORK.

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES.

Besides the prescribed studies and the major work, students must choose from the various departments enough work to complete the 186 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the President and teachers of the departments will advise the students as to best order. The Freshman student ordinarily should take the following courses: English 1, Mathematics 1, 2 and 3, and some Language study.

No student will be allowed to enroll for more than seventeen hours' work without consent of the faculty, and then only in case he is a strong student, able to do creditable work in all his subjects.

DESCRIPTION OF COURSES

BIBLE.

1. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. References in Psalms, Wisdom Literature and Prophecy that throw light on historical conditions will be studied. Four hours for three terms.

2. **Life and Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. **The Acts and the Apostolic Age**—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the understanding of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. **New Testament Epistles**—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

5. **Epistle to Hebrews**—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to those ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

8. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of Holy Spirit**—This is a study of Bibical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **New Testament Greek**—This course presupposes a year's work in Classical Greek. Careful attention will be given to important principles of Greek syntax. Rapid readings from some of the easier portions of the New Testament will be followed by more careful exegetical work. Two hours for three terms.

PHILOSOPHY.

1. **Logic**—Terms, propositions, concepts, judgments, and fallacies will be given careful attention. Both inductive and deductive reasoning will be studied. Text-book with practical exercises. One term.

2. **Ethics**—It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the principles of Christian ethics to practical problems. One term.

3. **Christian Evidences**—The aim of this course is to exhibit the positive claims of Christianity as a world religion and of Divine origin. A brief study will be made of the chief philosophical theories that preceded Christianity. Also, the attempts of modern philosophy and higher criticism to disprove the truths of Christianity will be noted. One term.

4. **Introduction to Philosophy**—The aim of this course is to acquaint the student with some of the prominent and interesting topics of Philosophy. The work of the year is divided into three parts: (1). Fall term. A brief survey is made of the History of Philosophy. (2). Winter term. A study will be made of the principal problems of metaphysics. (3). Spring term. The doctrine of theism and the positive claim of Christianity as the supernatural and final religion. Open only to advanced students.

5. **Psychology**—The department offers three terms of Psychology. The work begins with a study of the simple processes of the mind. More specific problems are then taken up. The relation of Psychology to other branches of study, especially to Pedagogy. A comparative study of standard treatises and of current literature on the subject. Daily, three terms.

HISTORY.

1. **Bible History**—A historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course I in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **Church History**—This course will give the student a connected view of the History of the Christian Church from the Apostolic Age to the present. The third term deals more particularly with the history of missions. Three hours, three terms.

3. **American History**—A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and turning points. Recitations, maps and assigned readings. Five hours, two terms.

4. **History of England**—A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, reports on assigned readings, maps. Three hours, three terms.

The following Courses in European History will give the student both an extensive and intensive study of Continental European History. Recitations on standard text-books, maps, reports on assigned readings. Each course continues one term daily.

5. **Greek History to the Roman Conquest.**
6. **Roman History to the Fall of Rome.**
7. **Mediaeval History from 376 to 1453.**
8. **Rennaissance and Reformation.**
9. **Europe under the Enlightened Despots.**
10. **Europe in the Nineteenth Century.**

POLITICAL AND SOCIAL SCIENCE.

1. **Political Science**—A study will be made of the nature, origin, forms and functions of the state. A comparative study of governments, both past and present, will be made to show how general principles are applied. Questions of international law will be noted. One term daily.

2. **The American Commonwealth**—This will be a thorough study of the principles and operations of the American government. The constitution of the United States will be carefully analyzed and the constitutional and political history of the country reviewed. Party problems and policies; state, city and local government will be investigated. Five hours, one term.

3. **Descriptive Sociology**—This course will embrace a study of the laws underlying the structure of human society and a brief survey of its historical development. Current theories and the conditions of existing society will be constantly noted. Three hours, one term.

4. **Social Pathology**—A general introduction to the study of degenerate classes. The problems of intemperance, pauperism and crime will be given special attention. Three hours, one term.

5. **Social Psychology**—A survey of the literature and problems of social consciousness. Lectures and discussions of assigned readings. Three hours, one term.

6. **Domestic Institutions**—The family as a social unit. Such questions as marriage, homelife and divorce will be considered. Two hours, one term.

7. **Country Life Movement**—This course aims to present the great possibilities of life in the country. The country church will be a special object of study. Two hours, one term.

8. **City Problems**—A course designed to acquaint the student with the conditions and problems of the large cities. Two hours, one term.

MATHEMATICS.

1. **College Algebra**—This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binomial theorem, partial fractions, permutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

2. **Trigonometry**—The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are thoroughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

3. **Analytic Geometry**—The work deals principally with Analytic Geometry of two dimensions. The elementary properties of the straight line, circle, and conics are discussed with a view to advanced work in mechanics and advanced work in general. Spring term, daily.

4. **Differential Calculus**—This course includes the differentiation of algebraic and transcendental functions, the development of continuous functions, evolution of illusory forms, determination of maxima and minima, and application to the theory of curves. One-half year, daily.

5. **Integral Calculus**—The work embraces forms, the elementary transformations, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical applications. One-half year, daily.

6. **Advanced Analytical Geometry**—In this course attention is given to the fundamental principles of analytical geometry. The work includes the discussion of the general equation of the second degree in two variables and in three variables, and a study of some of the more important transformations with applications. One term, daily.

7. **Advanced Calculus**—A study of infinite series, the general theorems of Taylor, Maclaurin and Euler with geometrical applications, general methods of integration, definite integrals of curves, surfaces and volumes, with numerous applications to physical and mechanical problems. Two terms, daily.

8. **Differential Equations**—This course embraces the study of the theory or ordinary and partial differential equations, linear equations with constant and variable coefficients, simultaneous equations, and ordinary and partial differential equations of higher orders. One term, daily.

9. **Surveying**—By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

10. **Mathematical Astronomy**—A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determination of longitude, the recurrence of eclipses, and perturbations. One term, daily.

11. **History of Mathematics**—A course of reading designed to give the student some knowledge of the history and development of mathematics. One hour a week for one term.

ENGLISH.

1. **Introduction to Literature and Composition**—The aim of this course is twofold: (1) To give the College Freshman an historical survey of English and American Literature. Representative classics from the different literary periods will be read rapidly. Special efforts will be made to show how these classics reflect the lives and characters of the authors, and the spirit and ideals of the age. (2) To develop the power to write correctly and effectively. Essays of the most skillful prose writers will be studied, and the style and diction carefully noted. Daily, throughout the year.

2. **Shakespeare and Dramatic Literaure**—A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction**—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Nineteenth Century Literature**—A critical and interpretives study of masterpieces from Wordsworth, Tennyson, Browning, Emerson and other authors, both English and American. Daily, two terms.

5. **Early English Poetry**—A study of the work of Chaucer, Spenser and Milton. Three hours, one term.

6. **Eighteenth Century Literature**—Selections from Addison, Pope, Johnson, Goldsmith, and others. Three hours, one term.

7. **Literary Criticism**—A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Three hours, one term.

8. **Public Speaking**—A study will be made of the principles of public speaking. Masterpieces of oratory will be rendered. Preparation and delivery of original speeches. Special attention will be given to volume and power of voice and to proper bodily expression. Two hours, three terms.

9. **Debating**—A special study of the principles of argumentation. Students will prepare briefs, take leading parts in debates and practice extemporaneous speaking. Two hours, three terms.

10. **Advanced Composition**—A course for students who are prepared for advanced work in English Composition. Special attention will be given to the subject matter of theme and the logical arrangement. One hour, three terms.

11. **Anglo-Saxon**—This course is designed as an introduction to the study of English Philology and the History of the English language. Two terms will be given to the grammar and one term to easy prose readings, with enough poetry to get a working knowledge of Old English metrical art. Two hours, three terms.

12. **Literary Practice**—The College Literary Society, the Majestica, affords excellent opportunities for literary practice. College students who are active members of this society are faithful in the performance of their duties will be allowed one-half hour credit on the college course for each term they remain active members.

LATIN.

1. Vergil, Aeneid, Book I- VI. Study of Latin versification, with especial reference to the Hexameter. Lectures on the history and development of Epic poetry. A careful and systematic study of Latin syntax is given. Prose Composition and Miscellaneous Problems. This course is open to those who have not had Vergil in the high school. Daily, two terms.

2. Sallust, Cataline's Conspiracy, or Selections from Ovid; Cicero, De Senectute; Livy, Books XXI and XXII; Prose Composition. Livy will be studied. not so much as a literary artist, as an historian. The route of Hannibal and the events of the war will be carefully noted. Daily, throughout the year.

3. Horace, Odes and Epodes; Tacitus, Germania and Agricola; Studies in Roman Literature; Advanced Prose Composition. There will be a careful analysis of the metres used by Horace. Daily, throughout the year.

4. Comedy, Plays of Plautus and Terence; Study of Roman dramatic Poetry; Cicero, Select Letters; Pliny, Select letters. A comparison will be made between the letters of Cicero and Pliny. Three hours a week, throughout the year.

5. **Private Life of the Romans**—This course will give the student an inside view of the everyday life of the Roman people. Lectures, recitations and reports on assigned topics.

GREEK.

1. **Elementary Greek**—White's "First Greek Book," Xenophon's "Anabasis" Greek Grammar and Prose Composition. Drill in Sight Reading. Daily, throughout the year.

2. **New Testament Greek**—Various portions will be read and careful study given to Exegesis. Presupposes Course 1. Two hours a week throughout two years.

3. **Homer**—Selected Books from the Odyssey. Two books will be read consecutively and the remainder studied in representative selections and in English Translations with a view to literary acquaintance with the entire poem. Three hours per week, throughout the year.

4. **Dramatic Poetry**—Two dramas each of AEschylus, Sophocles, and Euripides. A study of metres and of the development of the Greek Drama. Three hours per week, throughout the year.

GERMAN.

1. **Elementary German**—German Grammar, reading of easy prose with practice in conversation and writing German. Daily, throughout the year.

2. Freytag's "Die Journalisten" or Baumbach's "Der Schwiegersohn," Schiller's "Wilhelm Tell" or "Jungfrau von Orleans." Lessing's "Minna von Barnhelm." Selected Lyrics Prose Composition. Practice in Conversation. Daily, throughout the year. Presupposes Course 1.

3. **Modern and Classical Drama**—Dramas and prose works of the following authors will be read: Schiller, Goethe, Grillparyer, von Kleist and Sundermann. History of German Literature. Prose Composition. Daily, throughout the year. Presupposes Course 2.

4. **Faust**—History of the Faust Legend. Interpretation and Critical reading of both parts. Three hours per week, throughout the year. Presupposes Course3.

5. **Advanced Composition**—Two hours per week, throughout the year.

FRENCH.

1. **Elementary French**—Francois "Beginners' French," Aldrich and Foster's "French Reader." Drill in pronunciation and rapid reading.

2. **Modern French Prose Writers**—Dumas, Daudet, Maupassant, Merimee, Hugo, About and Bym. Grammar and Composition based on French text. Exercises in pronunciation and dictation.

PEDAGOGY.

1. **Psychology**—The work of this course will consist of a detailed study of the subject matter of Psychology, and the relation of Psychology to other branches of study. Special psychology and pedagogical principles are worked out. Both individual and social psychology will be studied. In the third term some simple psychological experiments are performed which leads students to investigate principles for himself. Daily, three terms.

2. **High School Pedgogy**—This course of study and various other problems of the High School are studied. "The Report of the Committee of Ten" and other important current literature on the subject are discussed. One term.

3. **History of Education**—This course traces the intellectual development of the human race from Oriental Nations, through Greece, Rome and the Mediaeval ages down to the present. Two terms.

4. **Modern School System**—A study of the various School Systems of Europe and America. One term.

5. **General Method**—The general idea of method as applied to the teaching process is considered. The principles of school management in general are studied. One term.

6. **Special Method**—Methods as applied to particular subjects, both common school and high school branches. The organization of the subject-matter, the best methods of presentation, examination of textbooks, aids and devices. Daily, one term.

CHEMISTRY.

1. **General Chemistry**—A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory wor and recitations. Practice in qualitative analysis. Daily, three terms.

2. **Qualitative Analysis**—A course in the separation and identification of the common compounds. Dry and "wet-way" analysis. One recitation and four laboratory periods (double) per week. One term.

3. **Quantitative Analysis**—A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is a prerequisite. Daily, two terms.

4. **Inorganic Preparations**—A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3 a prerequisite. Daily, one term.

5. **Physical Chemistry**—A general course in Physical and Theoretical Chemistry. Course 3 a prerequisite. Daily, two terms.

6. **Organic Chemistry**—A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3 a prerequisite. Daily, three terms.

7. **Household Chemistry**—This course is designed primarily for those taking work in Domestic Science and aims to give a maximum of the applications of chemistry to home life with just enough of the theory of chemistry to enable the student to understand some of its fundamental principles. Two hours per week, throughout the year.

BOTANY AND BIOLOGY.

1. **General Biology**—A study of the forms, organs, reactions, and relations of typical plants and animals. Laboratory and field work. Daily three terms.

2. **Morphology**—Forms, organs, and structure of typical Thallophytes, Bryophytes, Pteridophytes, and Spermatophytes. Recitations and laboratory work.

3. **Plant Physiolgy**—A study of the behavior of plants and of the ways in which they are affected by various agents. One term.

4. **Ecology**—The relation of plants to each other, to the soil and to the climate. Course 3 a prerequisite. Daily, two terms.

5. **Genetics**—Some of the facts and theories developed by recent experiment and research. Daily, one term.

6. **Plant Pathology**—A course in plant diseases. Recitations, field and laboratory work. One term.

7. **Vegetable Histology**—A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

8. **Dendrology**—Trees and shrubs. Practice in indentification in both winter and summer condition. A dendriological herbarium is required. One term.

OTHER SCIENCES.

The institution as yet is not equipped to give extended courses in other sciences than Chemistry and Botany. The following courses are designed for the general culture of the student and for supplementary work for those majoring in Chemistry and Botany.

1. **General Physics**—A practical and theoretical course in Mechanics, Sound, Heat, Light, Electricity, and Magnetism. Two exercises each week are devoted to laboratory work, and three periods a week are given to the theoretical development of the subject. Daily three terms.

2. **Geology**—Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

3. **Astronomy**—A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions, and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

4. **Manual Arts**—This course is intended especially for those who major in Physical Science and who will have need of such training. It is also a course of much value to the student for general culture. After learning how to use various tools and practicing fundamental exercises, the student will endeavor to turn out some finished products. Two days per week (double periods) throughout the year. Not more than six hours' credit of this work will be allowed to count toward graduation.

ECONOMICS AND COMMERCIAL.

1. **Economics**—The aim of this course will be to study not merely the fundamental principles of the science, but also something of their practical application to existing conditions, especially in the United States. Daily, one term.

2. **Money and Banking**—A study of the history of money, the various kinds, their use and effect. Banking, its origin, growth and influence on American History; also a study of the banking systems of foreign countries. Three hours, one term. Prerequisite course 1.

3. **Labor Problems**—A study of trade unions, arbitration, wages, profit sharing employer's associations, government regulation, etc. Three hours, one term. Prerequisite course.
regulation, etc. Three hours, one term. Prerequisite course 1.

4. **Public Finance**—An elementary survey of the whole field of public finance and taxation. The principles of public expenditure and revenue will be considered. Three hours, one term. Prerequisite course 1.

5. **Principles of Accounting**—The aim of this course is to give the student a thorough education in the fundamental principles of accounting. The work is thoroughly practical and arranged to meet the needs of those who desire information on business organization, management, forms, etc. Daily, one term.

6. **The Theory and Practice of Accounting**—The application of principles already learned to special sets and business such as corporation, wholesale, banking, commission,

etc. A good survey of the field of Accountancy and such that will enable any who takes it to devise systems to suit their own needs. Prerequisite course 5. Daily, two terms.

7. **Advanced Accounting**—Advanced forms of Trading Profit and Loss Statements, Balance Sheets, Statements of Non Trading concerns, Controlling Accounts, Amalgamation of Corporations, Cost Accounting, Designing columnar books, Branch Office accounts, etc., are given especial attention. The legal side of a number of terms are then taken up among which are found Goodwill. Depreciation, Reserves, Sinking Fund, Trading and Income Accounts, etc. Prerequisite courses 5 and 6. Three hours, two terms.

8. **Auditing**—The duties and qualifications of an auditor, scope of his work, reports, etc. C. P. A. questions and answers are studied. An analysis is made of Certified Public Accountant's Reports and Statements. A certain amount of practical work is required of those taking this course. Pre requisite course 7. Three hours, one term.

9. **Commercial Law**—A general view of the Law of Contracts, Commercial Paper, Agency, Partnership, Corporations, and Real Estate. A study of the principles of law underlying business transactions. Three hours, one term.

10. **Corporation Law**—A thorough course in the rules of corporation, with a discussion of the broader principles governing it. The methods of formation, its management, right of members, dissolution and consolidation are some of the principles studied. Three hours, one term. Prerequisite course 9.

11. **Law of Real Estate**—What constitutes real property, how it can be held, methods of conveyances and rights acquired, and the relationship existing between landlord and tenant. A practical course for those interested in Real Estate. Three hours, one term. Prerequisite course 9.

12. **Commercial English**—Many letters find their way to the Dead Letter Office because of lack of proper knowledge on postal customs and regulations. The aim of this course is to supply details on correct forms, usages, postal information, etc. Two hours, one term.

NORMAL SCHOOL

Manchester College was "accredited" June 21, 1907, for classes "A" and "B," and April 9, 1909, for Class "C."

The Training School established on the college grounds has won a reputation for thorough, standard, well-organized work, and this has placed the institution among the best "accredited" schools of the state.

Only expert State Normal graduates are placed in charge of the work. Teachers and prospective teachers over the state, as well as in adjacent states, are now looking toward Manchester College as one of the most attractive centers for the professional training of teachers.

SCOPE OF THE WORK.

Twelve terms of professional work are offered in this department: Psychology, three terms; Methods, two terms; Regular Observation, one term; Observation and Practice, two terms; School Organization and Administration, one term; History of Education, two terms; Manual Training and Domestic Science, one term. The purpose of this department is to develop professional ability in the teacher. The following courses are offered:

PSYCHOLOGY.

Course 1. The meaning of Psychology, its relation to other branches of study, and the methods of studying the subject are considered. A brief, elementary study of knowing and feeling is then taken up. The course is intended especially to aid young teachers in understanding the activities of the mind.

Course II. This course is divided into two units of six weeks each. In the first six weeks a brief review of knowing and feeling is made. Then the will is considered. In the second six weeks, the educative process is dealt with, in the attempt to show how the various knowledge processes are applied to teaching.

Course III. This course is divided into units of six weeks each. One unit deals with the nature of the thinking process, and an attempt to show to cause pupils to think independently in their work. The work is reinforced and illustrated by many practical examples. The other unit includes a study of the psychological principles of education. Principles of pedagogical value are worked out, and their application is considered.

METHODS.

Course 1. The meaning of method as applied to teaching is first considered, then the different so-called methods; also, some special methods of teaching the various common branches, such as Reading, Grammar, Language, Arithmetic, United States History, Geography and Nature Study are Studied.

Course II...A special study is made of the technique of the recitation. In this course are worked out aims and purposes of the recitation, methods of presentation, preparation, etc.

REGULAR OBSERVATION.

This work consists partly of observing lessons in the Training School, and partly of discussing the essential features of the lesson in general and in the special lessons observed. One course of twelve weeks is offered.

OBSERVATION AND PRACTICE.

This work consists partly of observing lessons in the Training School, and partly of teaching lessons under the direction of the critic teacher in the Training School. Two courses of twelve weeks each are offered.

HISTORY OF EDUCATION.

This course begins with Oriental Nations of antiquity, tracing the intellectual development of the human race through ancient Greece, Rome, the middle ages and modern times. The purpose of the work is not to be able to imitate the past so much as to be able to judge the future. One course of twenty-four weeks is offered.

SCHOOL ORGANIZATION AND ADMINISTRATION.

The school is studied as an institution in relation to other institutions. This includes a consideration of courses of study, teachers, apparatus, supervision, officials, duties, hygiene, etc., and problems of the school of today. One term of twelve weeks.

PROFESSIONAL COURSES OF STUDY

(Required by the Indiana State Board of Education.)

IN NORMAL DEPARTMENTS.

Course for "Class A."

(Twelve Weeks)

(a) One period a day in any one of the following subjects: Methods I, Observation, Education Psychology I, History of Education I, Child Study.

(b) One period a day must be given to the study from the teacher's standpoint of some one of the common school subjects.

(c) One period a day must be given to the study from the teacher's point of view of one of the advanced subjects.

(d) The fourth subject may be elected from B or C, or it may be a vocational subject such as Agriculture, Manual Training or Domestic Science.

Course for "Class B."

(Twenty-four Weeks)

(a) Same regulation and subjects as in Class A, with no duplication of work.

(b) Same regulations as in Class A, with no duplication of work done in that class.

(c) Same as in Class A.

(d) Same as in Class A.

"Class C."

The requirement that a teacher of the third class "shall be a graduate of a school maintaining a professional course for the training of teachers, or its equivalent," shall be construed to mean that such teacher shall have completed a course of not less than three years above that required for graduation from a commissioned high school, at least one-fourth of which shall be of a strictly professional or pedagogical character, and in which the remaining subjects shall be studied and taught from a professional point of view; and, provided that a graduate of a standard college or university which maintains a professional course for teachers of not less than three years, accredited by the State Teachers' Training Board, at least one- fourth of whose work shall have been in such department, may, upon complying with the other requirements of the law, be admitted to "C lass C."

COURSE FOR "CLASS C."

(Three Years)

Required Subjects.

Arithmetic	Twenty-four weeks
English Grammar	Twenty-four weeks
Composition	Twelve weeks
U. S. History and Civil Government	Twenty-four weeks
Physiology and Hygiene	Twenty-four weeks
Oral Reading and Literature	Twenty-four weeks
Geography	Twenty-four weeks
Penmanship	Twelve weeks
Educational Psychology, with special references to grade work	Thirty-six weeks
Principles and Methods of Teaching	Twenty-four weeks
Observation and Practice in Training Schools	Twenty-four weeks
School Organization and Administration	Twelve weeks
History of Education	Twenty-four weeks
Manual Training and Domestic Science	Twelve weeks
Vocal Music	Twelve weeks
Drawing	Twelve weeks
Nature Study	Twelve weeks
Physical Culture	Twelve weeks.

Elective Subjects.

Latin	3 years
German	3 years
Algebra	1 year
Geometry	1 year
Trigonometry and Analytical Geometry	1 year
Physics	1 year
Chemistry	2 years
Botany	2 years
Zoology	2 years
English and American Literature	2 years
History	2 years

CLASSES AND LICENSES IN INDIANA.

1. A teacher who has completed Class A work is eligible for a twelve month's license. No higher grade license may be issued to a teacher of this class. The teacher may remain in this class indefinitely. He can not pass out of it un-

til he takes Class B work, has at least one year of experience, and makes a grade for a twenty-four months' license.

2. A teacher who has completed Class B work and has had one year's experience is eligible for a twenty-four months' license, and no higher grade license may be issued to a teacher of this class. A teacher can not pass out of Class B until he completes Class C professional work, has at least three years' experience, and makes a grade for a thirty-six months' license.

3. A teacher who has completed Class C work and who has had three years' experience is eligible to a thirty-six months' license.

NORMAL ENGLISH COURSE.

B. E. Degree.

1. This course is designed to meet the needs of those students who desire to complete a more extended course than either "A" or "B." It should especially appeal to students from other states who have completed a high school course of study and who desire a year of professional training for the work of teaching. It is the aim of this course to give a years' work that will be most helpful to prospective teachers, and at the same time it will give considerable credit on the college course.

2. The completion of a high school course or its equivalent is a pre-requisite for graduation from this course. Students who have completed courses "A" and "B" may complete this course in one term.

3. Students who completed this course satisfactorily will be awarded the B. E. degree.

4. This course is so arranged that the subjects pursue each term one professional subject, one advanced subject, and one of the common school subjects from the teacher's point of view. The fourth subject may be either a common school or an advanced subject. Also additional work may be taken in vocal music, penmanship, drawing, manual training or domestic science.

The professional subjects are Educational Psychology, Methods and Observation in the Training school, and History of Education. The higher branches are the elective subjects under the course for Class "C." The common branches are as follows: Arithmetic, Grammar and Composition, U. S. History and Civil Gorvernment, Physiology and Hygiene, Oral Reading and Literature, Geography, Agriculture, Manual Training, Domestic Science and Nature Study.

OHIO NORMAL REQIREMENTS.

The last session of the Ohio State Legislature passed some very important educational laws, that make some important changes. Certain academic and pedagogical requirements are made of school supervisors and teachers. For a teacher to enter the profession of teaching he must have had at least one year of high school training, which is to be increased to two years by 1920. Each applicant for an elementary certificate must have spent six weeks in an approved normal school. The requirements for this professional training is to be increased each year until by 1920 thirty-six weeks of professional training will be required.

Manchester College has watched the school legislation in Ohio with much interest. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. The institution fully expects to meet all the requirements of the state for normal recognition. The requirements for fully recognized normal schools have not yet been issued. Provisions have been made to accredit summer normals for 1914, and defer permanent recognition until requirements can be more fully worked out and a careful inspections of the schools made.

Manchester College Summer School for 1914 was accredited by the Ohio State Superintendent April 27. The institution has also been assured that it will receive cordial consideraiton in the future and that personal inspection will be made of our normal work, looking toward permanent recognition.

THE ACADEMY

1. The Academy course has been certified by the Indiana State Board of Education as being equal to the commissioned high school course. Graduates from this course are not only prepared to enter any of the professional courses prescribed in the Normal School, but also to enter College and University.
2. Anyone who has completed the first eight grades of the public school may be admitted to this course.
3. Those who have done some work in high schools or academies should present certificate of same, so that they may not be required to repeat what they have already done well.
4. Graduates from this course receive a diploma.

COURSE OF STUDY.

FIRST YEAR.

First Term—English, Latin or German, Algebra, Botany or Zoology.

Second Term—English, Latin or German, Algebra, Botany or Zoology.

Third Term—English, Latin or German, Algebra, Botany or Zoology.

SECOND YEAR.

First Term—English, Latin or German, Algebra, Greek History.

Second Term—English, Latin or German, Algebra and Plane Geometry, Roman History.

Third Term—English, Latin or German, Plane Geometry, Mediaeval History.

THIRD YEAR.

First Term—English, Latin or German, Plane Geometry, Modern History.

Second Term—English, Latin or German, Plane and Solid Geometry, Modern History.

Third Term—English, Latin or German, Solid Geometry, English History.

FOURTH YEAR.

First Term—Physics or Chemistry, Physical or Commercial Geography, American History. One Elective.

Second Term—Physics or Chemistry, Commercial Arithmetic, American History. One Elective.

Third Term—Physics or Chemistry, Commercial Arithmetic, Civil Government. One Elective.

PRESCRIBED SUBJECTS.

The Academic Course as above outlined is the regular high school course that prepares for entrance to college. It contains sixteen units, a unit being one subject pursued throughout the year, five hours a week. Of these the following twelve units must be taken by those expecting to enter college:

English, three units; Mathematics, three units; Foreign Language, three units; History, two units; Science, one unit; also one unit of credit is to be made up from the following subjects, of which not more than three terms of work (two periods a week) in any one subject will be given credit towards graduation from this course: Vocal Music, Penmanship, Oral Reading, Drawing and Physical Culture.

ELECTIVES AND SUBSTITUTES.

The remaining units may be made up from the following subjects: Bible, English, Latin, German, Bookkeeping, Science, Agriculture, Manual Training and Domestic Science.

For those who do not expect to enter college, some priveleges may be given to substitute such courses as will more nearly meet the needs of the student. One year of foreign language, or two years of mathematics and history, or one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects from the above electives, with the exception that not more than one unit's credit will be counted toward graduation in either Manual Training or Domestic Science, nor more than two units in Bookkeeping, nor more than four units in any subject.

DESCRIPTION OF COURSES.

LATIN.

I. Latin Elements and Introduction to Caesar. Absolute mastery of the different declensions, conjugations and constructions is the aim of the first year. Great care is used in pronunciation and accent.

II. Caesar, Books I-VI; Selections from Nepos or Ovid. Study by maps and Charts of Caesar's Campaign. Studies on the life of Caesar and Roman military art. The systematic study of Grammar is continued, with exercises in Prose Composition.

III. Cicero, Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the development of Roman oratory. Grammar and Prose Composition are continued throughout the year.

ENGLISH.

The Academy Course in English embraces four years' work of five hours per week.

I. **Grammar and Composition**—A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the first three years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

II. **Literature**—The aim in this course is to give the student an intimate acquaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for home reading, after which reports and discussions will be made in the class under the direction of the teacher. During the Academic Course all of the works for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

III. **History of Literature**—At least two terms of the fourth year will be given to the study of the History of English and American Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

IV. **Literary Practice**—In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies. Students who are regular in attendance at either of these societies to which they belong and faithful in the performance of their duties there will be allowed one-half term's credit fo each full year they are active members.

HISTORY.

The Academy Course in History embraces three years' work of five hours per week. Text-books will be used by the students, and notebooks, map-drawing, collateral reading, and class reports on assigned topics will be required.

I. **General History Course**—This course traces the outline of universal history from the earliest times to the present. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements will be emphasized.

II. **English History**—This course traces the development of the English people and their institutions, together with their influence on European and American History. Elective.

III. **United States History and Civil Government**—A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States constitution, its origin, its influence in the national development will be emphasized. State and local government will be given attention.

MATHEMATICS.

I. **Arithmetic**—Two or more of the following courses will be offered each term, as the needs of the student may require: (a) Practical Arithmetic, from fractions to the close of the book, including special work in Percentage and Mensuration; (b) Commercial Arithmetic; (c) Mental Arithmetic.

II. **Algebra**—A thorough course in Arithmetic should precede work in Algebra. Work in the Academy course is intended to give such familiarity with the Algebraic notation as to enable the student to successfully use the symbolical language in the investigation of Higher Mathematics.

III. **Geometry**—The "science of space" is rigorously presented because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation, and to illustrate the practical applications many original problems will be given to be demonstrated. Each student is required to draw figures to represent the problems.

GERMAN.

I. **Elementary Course**—Elementary Grammar, Pronunciation, Reading easy prose, Composition and Conversation. Daily throughout the year.

II. **Second Year**—Syntax and Composition. Reading of Narrative and Dramatic prose. The Drama. Romance. Recitations daily throughout the year.

III. **Third Year**—Advanced Composition. Selections from Schiller, Lessing and Goethe. Their masterpieces, with a study of their lives and literary standing. Daily throughout the year.

SCIENCE.

I. **Physics**—The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the text-book. The experiements are performed by the student, who must keep accurate notes of all his work.

II. **Chemistry**—A course of recitation and laboratory exercises acquainting the students with the general priciples of chemical science. Accurate notes of all laboratory work is required.

III. **Zoology**—Recitations and laboratory work, supplemented with field study. The work covers structure, life history and habits of a series of representative animals, vertebrate and invertebrate. Special attention is given to the development of accuracy in observation and in notebook record and drawing.

IV. **Botany**—A study of plants as living organisms, with special regard to function, structure and relation to environment. Each student individually performs the experiments and demonstrations, and must keep a neat and accurate notebook showing the work done and conclusions reached.

V. **Physiology**—A course in general physiology as given in Eddy's General Physiology and Anatomy. Laboratory exercises.

VI. **Physiography**—Emphasis is placed upon the origin and significance of topographical features. The text-book is supplemented by field study of the earth's surface in the vicinity of the school.

VII. **Agriculture**—The importance of this subject is such that it has secured a permanent place in the high school course. The courses offered in the department of agriculture will be given full credit on the academic course.

VIII. **Manual Training and Domestic Science**—A years work in each of these subjects will be given credit on the academic course. The student is referred to the description of these subjects under the department of vocational education.

BIBLE DEPARTMENT.

There never was perhaps a period in the history of the world in which there has been such a general awakening in Bible study as there has been within the present century. The great aim of the Bible department is to furnish abundant opportunity to students for Bible study, and to give training and inspiration to ministers, missionaries, Sunday School teachers and Christian workers. The ultimate object is the enrichment of the student's own spiritual experience, and his equipment and inspiration for the most efficient Christian service. Courses are planned with a view to the direct study of the Bible, and not merely to study books about the Bible. This is a day of co-operation and division of labor. Bethany Bible School of Chicago is an institution under the direction of the Church of the Brethren. Its efforts are wholly given to the teaching of the Bible, and training men and women for practical work in the church. Because of its broad course of Bible study, its larger faculty, and its advantages in location for specific work, the Bible department of Manchester College has co-ordinated her courses with those of Bethany. An arrangement has thus been made and agreed to by the trustees of both institutions whereby the two schools shall work together for certain ends. The Bible work in each school is given credit in the other. It is the aim of this department to give to our students the general and supplementary courses here, and encourage them to take their more advanced work and specific training at Bethany. A more complete statement of the relation of the courses will be made in the following description of courses.

DESCRIPTIONS OF SUBJECTS.

1. **Bible Geography**—A fair knowledge of Bible lands is necessary to the full understanding of the Bible text. In this course the student becomes acquainted with the land, and learns to identify Bible incidents with the places where they occurred. Four hours for one term.

2. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. References in Psalms, Wisdom Literature and Prophecy that throw light on historical condition will be studied. Four hours for three terms.

3. **Life of Jesus**—In this course the gospel according to Mark is taken as a basis of study. The aim will be to secure a good knowledge of the life of our Savior and to help the beginner to secure a proper method of biblical interpretation. Three hours for one term.

4. **Life and Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A care-

ful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

5. **Acts**—The aim of this course is to master the facts of the book and to learn how to make practical applications of Bible truths to every-day life. Three hours for one term.

6. **The Acts and the Apostolic Age**—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the understanding of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

7. **New Testament Epistles**—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

8. **Epistle to the Hebrews**—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

9. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to these ordinances will be given much attention. Three hours for one term.

10. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

11. **Doctrine of Prayer**—A careful study of the subject of prayer as taugh by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

12. **Doctrine of the Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

13. **Doctrine of Conversion**—A study of examples of conversion as found in the Acts. Also the teachings of the New Testament in general on this subject. Two hours for one term.

14. **Christian Nurture**—The aim of this course is to help Christians to overcome their own difficulties and thus give help and comfort to others. Two hours for one term.

15. **Personal Work**—Here are set forth the conditions, essential preparation and methods of doing practical Christian work. Two hours for one term.

16. **New Testament Greek**—This course presupposes a year's work in classical Greek. Careful attention will be given to important principles of Greek syntax, and Greek moods and tenses. Rapid readings from some of the easier portions of the New Testament will be followed by a more careful exegetical work. Two hours for three terms.

17. **Church History**—The aim is to give the student a connected view of the history of the Christian Church from its beginning to the present day. After a general study of the rise of the chief denominations of today, a more extended study will be made of the rise and history of the Church of the Brethren. Three hours for three terms.

18. **Christian Missions**—This is the day of Mission. This course aims to give instruction in, and create enthusiasm for, the mission work of the church. A careful study will be made of the teachings of the scriptures pertaining to the missionary work and duties of the church. The missionary work of the church in different ages will be outlined, placing special emphasis on the modern missions movement and the missions of the Church of the Brethren. The principles and methods of present-day missionary activities will be given special attention. Two hours for three terms.

19. **Christian Evidences**—The aim of this course is to set forth the positive claims of Christianity as a world religion and of Divine origin. Three hours for one term.

20. **Ethics**—The aim of this course is to acquaint the student with the principles of moral action and to apply the teaching of the scripture to the work of the family, church and nation. Three hours for one term.

21. **Sunday School Pedagogy**—In this course the Sunday School teacher learns some of the most important principles of psychology and pedagogy. Practical applications of these principles to the work of Sunday School teaching will be made. Four hours for one term.

22. **Sunday School Normal**—The book "Training the Teacher" will be used and the student at the close of the term, will be expected to take the examination for passing the State Teachers' Training Course.

23. **Elocution**—The aim of this course is to give practical instruction in Oral Reading and help the student interpret and express to others clearly the meaning of the printed pages. Some special attention will be given to Bible and Hymn Readings. Two hours for three terms.

24. **Vocal Music**—Drills are given in the rudiments of music in connection with songs, hymns, choruses, and easy anthems. Two hours for three terms.

DESCRIPTION AND ARRANGEMENT OF COURSES

BIBLE NORMAL COURSE.

It is the aim of this course to give practical instruction to Sunday School and Christian workers. It is not claimed that it gives a thorough knowledge of the Bible, but for those who cannot take a longer course, it gives a beginning of systematic study. It teaches right methods of study and aims to give to the student strength to pursue Bible study for himself. it aims also to give the student a knowledge of how to win souls for Christ and be a leader in all kinds of church work.

This course is so arranged that it can be taken all in one year if the student has had sufficient literary training. The prime purpose, however, is that it may be taken in connection with a student's Academic course. All literary education should be strengthened on the spiritual side by Bible study. A good student can carry some of this work while taking his

Academic course, and by the time the latter is complete, he also will have completed the Bible Normal course. The figures in the following arrangement indicate the corresponding years in the Academic course when the subjects may be taken.

Those who complete this course will receive a diploma, and receive one year's credit in the Bible Teacher Training Course of Bethany Bible School.

ARRANGEMENT.

Fall Term—Life of Jesus (1), Prayer (1), Bible Geography (2), Holy Spirit (3), Conversion (3), Bible History (4), Missions.

Winter Term—Bible History (1), Acts and Apostolic Age (2), Holy Spirit (3), Christian Nurture (3), Bible History (4), Missions.

Spring Term—Psalms (1), Prayer (1), Sunday School Pedagogy (2), Holy Spirit (3), Personal Work (3), Bible History (4), Missions.

THE SEMINARY COURSE.

The aim of this course is to give a year of advanced Bible study to those who have completed the Bible Normal Course, to those who expect to take a full seminary course, and to college students in general. Students of sufficient literary training may complete the course in one year, but the real aim is to have students in the College of Liberal Arts pursue this study in conection with their literary work. They will receive full credit on the college course for it. The figures after the subjects in the following arrangement represent the corresponding years in the college course when the subject should be taken. But this order is not rigid.

Graduates of the Liberal Arts School, who have completed this course and at least forty-five hours of supplementary studies will receive two years' credit in Bethany. This will enable the student to complete the full seminary course at Bethany and receive the B. D. degree in two years after graduating from college, thus completing both college and seminary courses in six years. Also high school graduates, or their equivalents, who have completed the four years' seminary course in Bethany, will be given two years' credit on the college course in Manchester College, and so be able to complete the A. B. course here in two more years. Then upon recommendation of this institution, Bethany Bible School will confer upon them the B. D. degree.

Supplementary subjects from which the forty-five hours may be selected are as follows: Oratory, Logic, Ethics, Christian Evidences, Psychology, Sociology, Introduction to Philosophy, Church History and Missions, Ancient History,

ARRANGEMENT.

Fall Term—Bible History (1), Life and Teachings of Jesus New Testament Greek (3), Prayer (3), Hebrews (4), Holy Spirit (4).

Winter Term—Bible History (1), Acts and Aposolic Age (2), New Testament Greek (3), Prayer (3), Hebrews (4), Holy Ordinances (4), Holy Spirit (4).

Spring Term—Bible History (1), New Testament Epistles (2), New Testament Greek (3), Prayer (3), Psalms and Wisdom Literature (4), Holy Spirit (4).

SPECIAL BIBLE TERM.

The second and third week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able brethren and sisters from other places are secured for teaching. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The college extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

SCHOOL OF COMMERCE AND FINANCE

We are living in an age of intensive commercial activity. The hustle and bustle of business, with its various intricates and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every-day business affairs must needs meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES.

1. **One year Commercial**—A practical course for practical people. A certificate of proficiency is awarded for this course.
2. **Stenographic Course**—Prepares students for offices, secretaryships and reporting. This course also prepares for teaching when taken in connection with the Commercial Teachers' Course. Upon completion of this course a certificate of proficiency is awarded.
3. **Comercial Teachers' Course**—This course is especially arranged for those wishing to teach Comercial branches. It also prepares students to hold important and responsible positions.
4. **Higher Accounting**—The aim of this course is to give further training along this line in addition to the Commercial Teachers' course, as well as to offer a course which leads to the Certified Public Accountant degree.

BOOKKEEPING.

The courses are so arranged as to lead the student to reason from the particular customs and practice of accountants to the "General Law of Debits and Credits" which underlies them, and which is formulated from them. While it is one of the most unique and practical methods of presenting the facts of bookkeeping, it has also a particular point of excellence from an educational point of view, in the scientific treatment of thought-processes, by which the student arrives at conclusions. The philosophical development of the intellect has been given precedence over all other considerations in the construction of the work.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pad of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount, making business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

ACTUAL BUSINESS PRACTICE.

After the student has had a thorough drill as bookkeeper in the theory of accounts, he enters the Actual Business Department, in which he engages as proprietor, making face to face transactions with other students and doing business by correspondence with various firms. He relies upon his own judgment in conducting his business, applying the fundamental principles already mastered. Varieties of merchandise, represented by printed cards, are bought and sold, all the work being based upon current market prices. Real business is represented as nearly as is possible in the school room.

OFFICE WORK.

In addition to the business practice, each student is required to do a certain amount of work in the offices, such as the Wholesale House, Commission House, Real Estate Office, Railroad Office and Bank. In these offices the latest and best methods of bookkeeping are employed as adapted to the particular business of each. The student here has an opportunity to test his ability as an office manager and is expected to rely upon his knowledge previously acquired.

ADVANCED ACCOUNTING.

After the student has had sufficient drill in the fundamental principles of bookkeeping he is given special work in advanced bookkeeping, auditing, cost accounting, accounting systems, etc. This embraces a thorough knowledge of the various kinds of books and their uses and enables the student to devise systems for his individual requirements.

BANKING.

This course covers the history of money, bank organization and bank bookkeeping. It aims to give the student an inside view of the duties and customs of banking. A detailed study is made of the various kinds of banks, their mode of organization and the duties of each of the officers. A practical study of the methods of each department is made by a series of transactions taken from the First National Bank, Rochester, N. Y. Actual business forms are used and the student is required to do the work of the various bank officers and clerks.

STENOGRAPHY.

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensable to a business education, and any young man or woman who neglects the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his business career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience, perseverance and a determination to succeed, may become a competent stenographer.

SHORTHAND.

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893), Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, ease of execution and legibility. The many word-signs of the old Pitmanic Systems are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exceptions to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING.

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines and office devices. Underwood, Remington and Oliver machines are used, the student being given any special preference. We teach by the Touch Method, which has many advantages over the old method, and as our machines are equipped with shields, it becomes impossible for the student to learn otherwise. Work in this department is not measured by the time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION.

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

OFFICE PRACTICE FOR STENOGRAPHERS.

After the student has become proficient in the use of shorthand and the typewriter, he is given some special work along the lines of Remittances and Enclosures, Banking, Filing Devices, Office Appliances, Forms and Follow-up Letters, Shipping, Billing, Legal Papers, the Telephone, Proofreading, Rough-draft, Insurance, etc. The matter of applications, both by letter and in person, is given careful attention. This is a feature of our work, in that it effects a finishing touch to the course; it eliminates the beginner and gives that knowledge and training that employers designate as "Experience."

COMMERCIAL LAW.

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man, and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study. Special attention is given to subjects of most vital importance, such as Contracts, Negotiable Paper, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnerships, Business Forms, etc.

COMMERCIAL GEOGRAPHY.

A study of the origin of commerce, its growth, and its present attainment is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are moved, into what products they are converted and the nature of the demand they satisfy. A history of the modes of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE.

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP.

Salesmanship, as generally understood, means the art of selling goods, usually at a profit.In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. **It is the basis of business transactions.** In view of this fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental business principles he has acquired.

ORTHOGRAPHY.

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent. is required.

INDIVIDUAL INSTRUCTION.

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED.

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends largely upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and application of the student. While every effort is made to aid the progress of the student, yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

COMMERCIAL COURSE—(One Year.)

Fall Term	Winter Term	Spring Term
Bookkeeping (3) (Theory of Accounts)	Bookkeeping (3) (Business Prac-	Bookkeeping (3) (Actual Business)
Orthography (1)	Orthography (1)	Orthography (1)
Rapid Calculation (1)	Rapid Calculation (1)	Rapid Calculation (1)
Grammar and Composition (2)	Grammar and Composition (2)	Grammar and Composition (2)
Business Correspondence (2)	Commercial Law (2)	Salesmanship (2)
Business Arithmetic (2)	Business Arithmetic (2)	Business Arithmetic (2)
Penmanship (1)	Penmanship (1)	Penmanship (1)

COMMERCIAL TEACHERS' COURSE—(Two Years.)

FIRST YEAR—(Same as One Year Course.)

SECOND YEAR.

Fall Term	Winter Term	Spring Term
Bookkeeping (3) (Commission & Wholesale Accounting)	Bookkeeping (3) (Dry Goods Accounting)	Bookkeeping (3) (Banking & Manufacturing)
U. S. History (2)	U. S. History (2)	Civics (2)
English Literature (2)	English Literature (2)	English Literature (2)
Commercial Geography (2)	Commercial Arithmetic (2)	Commercial Arithmetic (2)
Penmanship (1)	Penmanship (1)	Penmanship (1)
Psychology (2)	Methods (2)	Law (2)

STENOGRAPHIC COURSE—(One Year.)

Fall Term	Winter Term	Spring Term
Shorthand (3)	Shorthand (3)	Shorthand (3)
Typewriting (2)	Typewriting (2)	Typewriting (2)
Grammar and Composition (2)	Grammar and Composition (2)	Grammar and Composition (2)
Orthography (1)	Orthography (1)	Orthography (1)
Business Correspondence (2)	Commercial Arithmetic (2)	Commercial Arithmetic (2)
	Commercial Law (2)	Office Practice (1)

HIGHER ACCOUNTING COURSE.

A description of the subjects offered by this course is found in the College of Liberal Arts, department of Economics and Commerce. The Commercial Teachers' course is pre-requisite.

For graduation from this course forty-five hours' credit are required, of which thirty are prescribed. The prescribed work is Accounting, fifteen hours; Finance, five hours; Law, five hours; Economics, five hours. The electives may be taken from the various departments of the College of Liberal Arts.

The degree, Master of Accounts, is given for this course.

GENERAL INFORMATION.

A high school course or its equivalent is pre-requisite for graduation from the Commercial Teachers' course. High school students will find it advantageous to complete the last year of their high school course in Manchester College when they begin their business course, inasmuch as a number of the subjects of the two courses are identical.

Prospective Commercial teachers will also find it of advantage to know shorthand, as many positions call for teachers who can teach both bookkeeping and stenography.

Students who are able to supply satisfactory credits for any of the above subjects from their high school course will be permitted to do so.

Those completing the two Years' Commercial teachers' course with a grade of not less than ninety per cent. in each subject will be awarded the degree Bachelor of Accounts.

The figures following the subjects in the above courses indicate the number of hours of study and recitation required per day. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in typewriting will be expected to do their work in the Typewriting room. Commercial students will be required to take active part in the Commercial Club, which bears the same relation to the Commercial work as the literary societies to the school.

We take special interest in aiding our students to secure positions.

If there is anything you don't understand write us about it.

PEN ART.

(Business Writing.)

In order to be abreast of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible handwriting is indispensable in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments, and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and alway will be.

(Professional Penmanship.)

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particulary designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

(The average student will complete the Professional course in one year, whereupon he will be awarded with a diploma executed by himself.)

VOCATIONAL EDUCATION

There is a persistent demand today that the schools and colleges bring their courses of study more in harmony with the every-day life and the practical needs of the people. New and practical subjects, such as agriculture, manual training and domestic science are finding a permanent place in the curricula along with the time-honored classical subjects. Indiana, Ohio and other states have placed these subjects in both the elementary and high schools. Manchester College gives this training both to students and prospective teachers.

AGRICULTURE.

The aim of this department is to help those who complete it to solve intelligently the questions and problems that come to the practical farmer. We are living in an age of strong competition and it becomes necessary for those who till the soil to obtain such knowledge as will enable them to raise successfully the crops which are best adapted to the soil and climate of their respective localities. Education adapted to the successful prosecution of this vocation calls for a study of various subjects, which, though not directly relating to agriculture, are nevertheless important in their relations to the work. The course outlined below includes the study of those branches, the knowledge of which the average farmer should have under modern opportunities for education. It is to be hoped that many worthy young persons who contemplate remaining on the farm and engaging in the occupation which brings them nearest to God through nature, will enter upon this course and complete it, so that they may be better prepared for their work and the enjoyment of all the blessings of farm life.

The trustees of Manchester College are awake to the needs and demands of the times. They are now engaged in an active canvass to secure funds to erect an agricultural building. A few acres have recently been purchased for horticulture. As soon as possible a farm will be secured and all the agriculture work will be made practical as well as theoretical.

The high school agriculture course as outlined below permits the student, while taking a regular academic course, to complete the agriculture course also.

COURSE OF STUDY

FIRST YEAR.

Fall Term—English, Elementary Agriculture, Commercial Geography, Animal Husbandry, Pennmanship.

Winter Term—English, Botany, Commercial Arithmetic, Dairying, Drawing.

Spring Term—English, Botany, Commercial Arithmetic, Poultry Husbandry, Manual Training.

SECOND YEAR.

Fall Term—Agricultural Chemistry, Soils, Agricultural Entomolgy, Bookkeeping, Manual Training.

Winter Term—Agricultural Chemistry, Soils, Horticulture, Farm Crops, Manual Training.

Spring Term—Farm Crops, Agricultural Engineering, Civics, Horticulture.

ACADEMIC AGRICULTURE COURSE

FIRST YEAR.

First Term—English, Latin or German, Algebra, Elementary Agriculture, Penmanship.

Second Term—English, Latin or German, Algebra, Botany, Physical Culture.

Third Term—English, Latin or German, Algebra, Botany, Drawing.

SECOND YEAR.

First Term—English, Latin or German, Algebra, Animal Husbandry, Manual Training or Domestic Science.

Second Term—English, Latin or German, Plane Geometry, Dairying, Manual Training or Domestic Science.

Third Term—English, Latin or German, Plane Geometry, Poultry Husbandry, Manual Training or Domestic Science.

THIRD YEAR.

First Term—English, Chemistry, Modern History, Soils.

Second Term—English, Chemistry, Modern History, Soils.

Third Term—English, Chemistry, English History, Farm Crops.

FOURTH YEAR.

First Term—Physics, Physical or Commercial Geography, American History, Entomology, Bookkeeping.

Second Term—Physics, Commercial Arithmetic, American History, Horticulture.

Third Term—Physics, Commercial Arithmetic, Civil Government, Agricultural Engineering, Horticulture.

DESCRIPTION OF COURSES.

1. **Soils**—A study of the origin of soils; type and characteristics of soils; relation of water and soils, including the questions of drainage and multching; the relation of plant and animal life to soils; improvement of soils; manures and their uses in relation to crops; commercial fertilizers; the effects of the various systems of farming on the fertility of the soil. Two terms daily.

2. **Farm Crops**—(Agronomy). A study of the best methods of farm crop production, covering such subjects as follows: The plant; constituents of plants; crops; root and fallow crops; corn crops; leguminous and forage plants; permanent and temporary pastures; rotation of crops; weed control; common diseases and insect enemies that effect farm crops, with methods of prevention or extermination; harvesting and storing of grain crops, etc. Two terms daily.

3. **Horticulture**—An elementary course designed to cover the important principles of fruit growing and gardening; including a study of methods of planting, fertilizing, and care of orchards; various methods of plant propagation; budding and grafting; picking and packing of fruits; practical methods of gardening; construction and manipulation of hotbeds and cold frames; insects injurious to fruits and vegetables, etc. Two terms daily.

4. **Animal Husbandry**—A study of practical methods of managing and treating farm animals and poultry; elementary principles of breeding; the laws of animal nutrition; foods and their composition; standard rations; hygiene; some of the more common diseases of farm animals—recognition and first-aid treatment; milk and milk products, etc. One term **daily.**

5. **Dairying**—A study of the composition and testing of milk; separation of cream and butter-making; breeds of dairy cattle; feeding of cows. A Babcock testing apparatus will be available with which tests of milk will be made. One term daily.

6. **Poultry Husbandry**—Classification of poultry; breed characteristics; marks of identification; housing of poultry; principles of poultry feeding; physiology of egg production; incubation; brooders; poultry contests. Students will have access to several standard breeds of poultry for the purpose of studying them. One term daily.

7. **Agricultural Chemistry**—Without at least an elementary knowledge of chemistry the farmer is at a loss to understand much that he ought to know in regard to feed-stuffs and fertilizers. This course is designed to acquaint him with some of the fundamental principles of chemistry, so he may meet and solve his own problems intelligently. Two terms.

8. **Agricultural Entomology**—Insects in their relation to animals; to plants; to each other; to farmer and fruit grower; etc.; war on insects; farm practice to prevent insect attack; preventives; insecticides; machinery. Two terms.

9. **Agricultural Engineering**—Draining and embanking; irrigation and water supply; farm roads; fences and gates; farm buildings; barn implements and machines; field implements and machines; agricultural surveying; etc. One term.

10. **Elementary Agriculture**—This is an introductory study of the subject, giving the student a general survey of the various problems in agriculture. It is especially helpful to those who will teach the subject in the common schools.

INDUSTRIAL ARTS.

There is a strong movement in the educational world today to give young people a training of the hand as well as of the intellect. A large majority of students in the schools will later enter upon some work in the industrial world. It seems reasonable therefore that some training should be given them that will help them in their life's work. The public school is not ehpected to give skillful technical preparation in all industrial arts. But it can teach the principles underlying the industrial arts. It can give that training of hand and intellect that can be readily turned to the accomplishment of most any needed work that might later be placed upon one. The following description indicates what this institution is prepared to give now. Other courses will be added as the demands and equipment grows.

MANUAL TRAINING.

Apart from its usefulness, Manual Training has clearly demonstrated that intellectual and moral discipline result from the skillful training of the hand. There is no course in our curriculum in which the students have taken more interest than in this one. Not only the young men, but also the young women have found keen delight in this work. It is very practical to every one.

The aim of this course is to teach the student to handle the ordinary tools of the carpenter, such as the hammer, saw, plane, tri-square, gauge, etc. Elementary exercises are worked out by each pupil. These exercises consist of the plane surface, right angle, halflap joint and mortise and tenon, etc. After these simple exercises are completed the student is allowed to select his own particular piece of furniture which he desires to make. Students with very little training do creditable work in making such articles as taborets, magazine racks, footstools, bookshelves, bookcases, library tables, music cabinets, center tables, etc. This course is very practical to those desiring some training in cabinet work.

MECHANICAL DRAWING.

Students who take work in Manual Training will be expected to study the principles of mechanical drawing. Sketches, drawings and plans will be made of the proposed articles of construction.

INDUSTRIAL HISTORY.

This will be a study of the development of tools and industries; industrial history of the United States; present industrial conditions and the relation of these conditions to educational work.

OBSERVATION.

A number of factories located in North Manchester will furnish opportunities for observation of practical work such as forging, wood-cutting, cabinet-amking, etc. Classes will visit these places under the direction of the teacher in charge.

HOUSEHOLD ARTS.

There is no other social institution that has so much to do with the every day happiness and well-being of men, women and children as the home. Its activities and problems are therefore of utmost importance to all of us. Cooking, sewing, home management and sanitation are everyday problems that must be considered by those who are responsible for the direction of the home. It is the aim of this department to give such instruction that will be helpful to home-makers.

The rational study of any subject includes both theory and practice. Theory teaches the how and the why a thing is done. Practice studies the thing by doing it. So in the following courses practice constantly accompanies the theory.

FOODS AND COOKING.

The theory will include the classification of foods, the composition of foods, foods in relation to life, principles and methods of food-cooking, care of kitchen and dining room.

The practice work shall be the cooking of vegtables, cereals, eggs, milk, beverages, meats and oysters; carbohydrates, cereals, flour, mixtures; the baking of bread, cake and pastry; the making of salads, puddings, sandwiches and frozen desserts; also invalid cooking and preserving and canning. Practice will be given in serving meals in courses.

SEWING AND TEXTILES.

Elementary sewing will consist of elementary stiches including basting, hemming, overcasting, overhanding, gathering, catstitching, feather-stitching, hem stitching, making button holes, mending and darning. A note book will be kept with this course. In the second term a continuation will be made of the work begun in the first term. It is devoted to a study of the principles governing pattern drafting, from which the garments are cut and made. The garments made consist of a combination suit and under-skirt. These involve the joining of lace, embroidery, bias tape, making of different kinds of seams, etc. The fitting of garments is done by the students working in pairs, their work being criticized by the teacher. Attention will be given to the use and attachments on the machines.

In the third term, very plain and simple wash dresses will be made. Paper patterns will be used instead of drafting patterns.

Under textile materials a study will be made of wool, linen, cotton and silks; their production, manufacture, and adulterations.

HOME MANAGEMENT.

A study will be made of planning and furnishing a home; cleaning the house and furniture and laundering.

SANITATION.

The question of sanitary living; the value of proper air, food and water; the character, classification and harmfulness of bacteria; the importance of personal and public hygiene.

DEPARTMENT OF MUSIC.

This department offers thorough and systematic instruction in **Piano, Voice Culture, Harmony, Composition, History of Music, Sight Reading, Church or Chorus Singing.**

It is the design of the Department of Music to meet the needs of the following class of students:

1. Those who are preparing to teach.
2. Special students enrolled for a select course in Music. The course is adapted to the needs of the student.
3. Students who take one or two hours a week in Music in addition to their other courses of study. The instruction is adapted to the individual student.

COURSES.

2. **Two Years' Certificate Course in Piano or Voice**—This course is intended for those who do not aim to teach, but who desire the training in music for their own culture or for the home.

2. **Two Years' Teachers' Course in Piano or Voice**—This course is intended for those who aim to teach. The equivalent of the first two years of the Academy Course is required for graduation. Diploma is granted.

3. **Four Years' Diploma Course in Piano or Voice**—Those who graduate from this course must have completed, as a prerequisite, a course equivalent to that of the Academy.

ARRANGEMENT OF COURSES.

PIANO.

It is impossible to outline a full course in piano, since the needs of the pupils vary so greatly. We adapt our instruction to the pupil's capacity, and assist him to practice correctly, and aim to develop a refined and intelligent style of playing. The course of study includes:

I. Technical exercises for the development and control of fingers hands and arms.

II. Etudes by the best teachers and composers, which are intended to give further development to the executive powers, and to form a connecting link between purely technical work and the lighter forms of musical expression.

III. Composition by the best writers, both ancient and modern. Selections are therefore made from the following list:

1. **Preparatory Course.**

First and Second Grades: Rieman's, Wagner's, Damm's Piano Schools; Technic Cyclus; Macon's Technical Studies; Matthew's Graded Lessons; Etudes and Studies by Bertini Heller, Czerny, Loeschorn and others; Sonatas and Rondos of Clementi, Kuhlau and Hummel; Beethoven Op. 46 and Variations; Schumann's "Jungen Album" and "Kindersenen"; compositions of standard writers.

Harmony and History of Music.

2. **Teachers' Certificate Course.**

Third and Fourth Grades: Technic Cyclus; Mason's Touch and Technic, Technical Studies; Etudes by Czerny; Preludes and exercises of Clementi; Cramer's Studies, Czerny's Octave Studies; Matthew's Phrasing Studies; Heller's Rythmical Studies; Handel and Bach's Suites; Bach's Preludes and Inventions; Compositions of Mendelssohn, Chopin, Schubert, Weber, Schumann, Brahms and Raff; Sonatas by Mozart, Haydn, Clementi.

Harmony, History of Music and Musical Analysis.

3. **Graduate Course.**

Fifth and Sixth Grades: Foote's MacDowell's, Rubenstein's Chopin's Studies; Czerny's School of Virtuosity; Kullak's Octave Studies; Sonatas of Beethoven, Mozart, Schumann. Selections from the works of Weber, Chopin, Schumann, Liszt, Bach, Greig, Tausig, Brahms and others, including Piano Concertos and the best of Chamber Music.

VOCAL DEPARTMENT.

1. **Preparatory Course.**

Exercises by teacher; Vaccai Studies; Concone's Fifty Exercises; Hauptner's Vocal School; Marchesi's Elementary Exercises; Rudiments of Music; Harmony.

2. **Teachers' Certificate Class.**

Marchesi Studies; Concone's Twenty-five Lessons; Concone's Fifteen Lessons; Lablache, according to the voice of pupils; Panofka Op. 81, Part First; Studies by Modern Writers. Members of this class must be able to play accompaniments on the piano, and read vocal music at sight.

Harmony, History and Science of Music.

3. **Graduate Class.**

Marchesi or Bordogni, Savinelli and Lamperti Vocalizers, Oratorio Selections, Counterpoint, Composition, Musical Forms and Musical Literature. Must be able to play accompaniments and read vocal music at sight. Are required to sing an aria, without notes, at final examination.

1. **Harmony**—No study will give us a higher appreciation for music than harmony. In this study care is taken to lead the pupil to a more thorough understanding of harmonic relations. The subject will be presented in such a way as to make the student dependent on his own knowledge of progressions in harmonizing melodies instead of a mechanical fingered bass. The composition of hymns and songs is required of each student.

2. **Ear Training**—Two terms of ear training are required after the first term of harmony.

Text-book is "Lessons in Harmony," by Heacox and Lehmann.

3. **History of Music**—A thorough study of both Ancient and Modern History is required. The biographies of our greatest musicians are carefully reproduced by the student. This gives the student of music a background similar to that of the classics of literature.

4. **Hymnology**—The aim of this course is to develop a greater love and ability for singing church music. Special study will be made of meters, history and analysis of hymns. During the Special Bible Term this class will meet daily.

5. **Chorus Singing**—The classes organized in Sight Reading and Chorus Work are free to all taking regular work in schol. In view of the growing demand for music directors in the public schools, and in the churches, this training is of great importance.

(a) **Beginning Chorus**—A general Sight Reading and Chorus class is organized each term to meet the needs of those who are beginning in the fundamental principles of music. Drills are given in rudimentary instruction in connection with songs and hyms, choruses and easy anthems.

(b) **Advanced Chorus**—This class accommodates those who have a general knowledge of the rudiments of music. In connection with chorus practice, anthems and cantatas, the study of chords and ear training are given. The class of 1911-12 gave a public rendition of an oratorio, Haydn's "The Seasons." The class of 1912-13 gave Handel's "The Messiah." The class of 1913-14 gave Haydn's "Creation."

(c) **Ladies' Choruses and Glee Club**—A chorus Class for ladies and a Glee Club for gentlemen are organized for special practice. These classes are expected to appear in Students' and Public Recitals.

PUBLIC SCHOOL COURSE.

Students who pursue this course at Manchester College have the privilege of observing in the College Training School, where regular instruction is given the children by the Public School Music Supervisor. This course is especially designed for Supervisors in the public school.

COURSE OUTLINED—(24 Weeks).

Prerequisite: One term's work in Harmony, and ability to read ordinary music at sight.

First Term—The course includes Harmony, Ear Training, Sight Singing, Terminology, Notation, study of rote songs, classification and arrangement of materials for each grade, and a careful study of methods of presenting the subject.

Second Term—Advanced Sight Reading and Ear Training, Observation and Practice, study of the child's voice, and a study of the best materials, giving also a list of supplemental books.

GENERAL REGULATIONS.

1. Instrumental music (organ or piano) may be substituted for Harmony in grades three and four.
2. The courses outlined may be completed in less time than indicated above, depending upon the student's advancement on entering and the amount of time devoted to the work.
3. Pupils will be received at any time, although it is more desirable to begin, when possible, with the term.
4. Students should bring such sheet music, instructors, and etudes as they have.
5. Every Voice pupil is required to take chorus work.
6. Pupils are required to appear in Private Monthly Recitals, and Public Recitals at the end of each term.
7. Candidates for graduation must pass satisfactory examinations in the work required and give a creditable evening's performance.

8. Tardiness or absence from lessons will result in loss to the student.

9. In case of illness, where due notice is given, lessons will be made up.

10. To students who, through continued illness, are unable to make up their work satisfactorily, half tution may be refunded.

No reduction will be made for less than two weeks.

11. All business arrangements, changes of lessons, paying of tution, must invariably be transacted at the Treasurer's office.

DEPARTMENT OF ART.

DESIGN OF THIS DEPARTMENT.

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.
2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development
3. To aid in arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order, Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

„The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others.,The work is individual to a great extent, and the student may work as rapidly as he desires. „

Those who complete the Supervisor's Course will receive a certificate. Those who complete the Two Years' Course will be granted a diploma.

COURSES IN ART.

1. **Free Hand Drawing**—This course is especially adapted to teachers and those preparing to teach. A large number of young teachers have taken this course in Free Hand Drawing and have been able to apply it in the public schools.

II. **A Supervisors' Course in Public School Drawing and Hand Work**—We are giving special attention to instruction for Art supervisors' work. The increasing demand from the public schools tells that there are positions for those who are prepared to fill them. Are you ready? It not, come and prepare.

For Grades One to Four. Drawing—Outline and shadow in charcoal and pencil, water color, black washes, or ink, from blocks, still life, life and landscape. **Hand Work**—Paper cutting, weaving in bogus paper; tilo strands and rattan, stenciling and clay modeling.

For Grades Five to Eight Drawing—Sketching in water color, washes, charcoal and pencil, from life, still life, and landscape. **Hand Work**—Weaving, wood cutting, stenciling, designing, etc.

III. **Two Years' Course.**

FIRST YEAR.

Free-Hand Drawing from still life in charcoal or pencil	72 hours

Painting in oil, pastel or water colors from life or copy, three periods (double) per week for	36 weeks
Composition, two lessons per week	24 weeks

SECOND YEAR.

Sketching from life or indoor study, in charcoal, pencil or color, two lessons per week	24 weeks
Composition, two lessons per week	12 weeks
Painting in oil or water color, three periods (double) per week	36 weeks
Drawing from cast, two lessons per week	24 weeks
History of art	24 weeks

A course in china painting has recently been added. Pen and ink drawing will be given when desired. Each student at graduation must leave one original composition in color with the art department.

The teacher reserves the right to withhold any student's drawings for the Art Exhibit during the Commencement week of the year.

EXPRESSION AND ORATORY.

This department aims to give practical instruction in Oral Reading, and help the student interpret and appreciate literature.

The effort is made to correct the faults in the every-day speech of the student as well as to prepare him for speaking.

Personal instruction is given according to the needs of the student.

Instruction is given in the proper use of the voice, the body, the position of the arms, the feet, and facial expression. He who speaks clearly and pleasantly, quietly, is also learning to think calmly and deliberately.

FIRST YEAR

First Term—Breathing Exercises, Vocal Culture, Pronunciation, Articulation, Common Reading, Committing and Reciting a number of selections; English Literature and Composition, penmanship, History.

Second Term—A continuation of the fundamental elements of reading and speaking. Each student will be required to commit and deliver before the class a number of selections. Literature and Composition; Physical Culture; History.

Third Term—Sight Reading, Bodily Expression, Vocal Exercises for the purpose of cultivating quality of tone. Special Exercises in Gesticulation, Drills on Delivery, Literature and Composition; History.

SECOND YEAR.

First Term—Bible and Hymn Reading, one hour; Oral English, one hour; Development of Expression, one hour; Repertoire, one hour; Fundamental Principles, one hour; English literature, five hours.

Second Term—Bible and Hymn Reading, one hour; Story Telling, one hour; Development of Expression, one hour; Repertoire, one hour; Drama, one hour; English Literature, five hours; Physical Culture, two hours.

Third Term—Characterization and Practice Teaching, one hour; Repertoire, one hour; Fundamental Principles, one hour; English Literature, five hours.

Bodily expression and vocal expression drills with any and all of the above courses.

PHYSICAL CULTURE.

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

In the fall and spring terms outdoor exercises take the lead in good weather. The College Campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball takes the lead. Frequent games are held between teams representing the differnt departments of the school. The interest aroused in these games is encouraging. There are no intercollegiate games, but some practice games are played with local teams in the gymnasium.

The regular class work is Calisthenic Drills, including Free-Hand exercises and practice with Indian clubs, dumb-bells, parallel and horizontal bars, swinging rings and wrestling mats.

The gymnasium has recently received much new apparatus. Two horses, one parallel bars, one horizontal bar, a spring-board and several mats were purchased during the past year. Raised seats for spectators were also fitted up.

SUMMER SCHOOL.

The Summer School of Manchester College has become an important feature of the work of the institution. During the last seven years, since the Summer School began, hundreds of young people have come in touch with the College and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that is now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students:

1. Graduates of high schools who are preparing to teach the coming year, class "A."
2. Those who have completed class "A" and will take the second term, class "B."
3. Those who desire to pursue the course for class "C."
4. Those who desire to pursue the couse for the B. E. degree.
5. Teachers and prospective teachers from other states who want reviews in the common branches and high school subjects.
6. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bookkeeping, Stenography and Typewriting.
7. Those who want standard college work.

While the courses may vary some from year to year, yet the following announcement for the program of the Summer Term of 1914 gives about the usual course.

COURSES.

1. **Professional**—Educational Psychology, Advanced Psychology, History of Education, Methods, Observation and Practice Teaching.

2. **Training School**—Miss Esther Shively, a graduate of the State Normal, and for three years critic teacher of the County Training School, will conduct a model school on the College grounds. Normal students will have the opportunity to observe her work and do practice teaching under her direction. Her discussions with the teachers will be most helpful.

3. **Common School Reviews**—There will be classes in all the common school subjects that teachers need to be examined upon.

4. **High School Reviews**—A number of high school subjects will be given as the demands of students will determine.

5. **College Courses**—College Algebra, Trigonometry, American Literature, German, Modern Europe, Beginning

Psychology, Advanced Psychology, History of Education, Methods, College Physiology, Botany and Nature Study and Manual Arts. Other courses will be formed as the needs of the students may determine.

6. **Vocational**—Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art**—Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business**—Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the courses for 1915 will be mailed to all who are interested.

COLLEGE EXTENSION DEPARTMENT.

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small per cent. to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence courses and by personal work in the field by members of the faculty and school.

The Bible and Music department are prepared to do local work. The instructors in the Bible department will arrange for Bible institute work during our school vacations, and occasionally for short institutes at other periods. There are a number of young ministers in attendance who are well able and willing to assist local churches in preaching, if called upon. The Mission Band holds programs for churches that extend to them the invitation. The institution also has a number of graduates from the Music department who are prepared to teach local singing schools. Churches desiring the help of either a minister or singing teacher will do well to correspond with the college.

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. An outline of the work will be furnished by the respective departments in which the work is taken. If credit on the regular course is desired a final examination will be given. A small fee will be charged to cover the cost of outlines, correction of papers, postage, and examination at the end of the course. Full information will be given to those who are interested in the work.

The following departments are prepared to offer a limited amount of work at present:

College of Liberal Arts—Courses in History, English, Sociology, Economics and Commerce.

Bible Department—Bible Geography, Sunday School Normal and Sunday School Pedagogy.

Commercial—Bookkeeping and Commercial Law.

Agriculture—Elementary Agriculture and Animal Husbandry.

EXPENSES.

Tuition, Academy, Normal or College courses, per term	$12.00
Tuition, Academy, Normal or College courses, less than a term, per week	1.25
Tuition, Business course, or Shorthand and Typewriting course, per term	15.00
Tuition, Business course, or Shorthand and Typewriting course, less than a term, per week	1.50
Business course, with Shorthand and Typewriting course per term	18.00
Typewriting, two periods a day, per term	3.60
Actual Business fee, per term	.50
Piano, Organ or Voice, two lessons per week, per term	12.00
Harmony, or History of Music, two lessons per week, per term	12.00
Private Lessons in Music	.65
Piano Practice, two periods a day, per term	3.60
Organ practice, two periods per day, per term	2.40
Painting or Drawing, per lesson (one period)	.50
Elocution, private lessons	.50
Board, by the term, per week	2.25
Board, less than a term, per week	2.50
Board, less than a week, per meal	.15
Furnished room, per term	$6.00 to 9.00
Furnished room, per week	60c to .80
Fuel, fall and spring term	3.00
Fuel, winter term	5.00
Fuel, fall and spring term, per week	.30
Fuel, winter term, per week	.50
Electric light, fall and spring term	1.25
Electric light, winter term	1.50
Incidental fee, per term	2.00
Library fee, per term	.75
Physical Culture fee, per term	.50
Graduation fee College and Highest Accounting	5.00
Graduation fee for other degrees and diplomas	3.00
Graduation fee for certificate courses	2.00
Use of laundry room, per term	1.00

The dormitory rates are made on the condition that two students occupy the same room. Students who on special application are premitted to room alone will be charged double rates for fuel, light and room.

The rate for light is made on the basis of a forty watt electric light.

Students who elect bookkeeping in the Academic or College courses, and expect it to count towards graduation from some commercial course will be charged $2.00 per term extra for tuition. If, after the work has been taken as a regular study in the Academic or College course, the student desires to use it toward graduation from some commercial course he will be charged the $2.00 for tuition for each term he has taken it.

Tuition in Bible studies is free. An incidental fee of $3.00 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in other departments will pay at the rate of twenty-five cents a week for each subject. Those in other departments, taking some Bible work, will be charged a fee of one dollar per term in addition to library and incidental fees.

Young people who desire to secure a literary training for the express purpose of doing missionary work should write us about special terms.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

In classes of three or more the tuition for History of Music, Special Elocution, and Special Drawing will be $6.00 per term for two lessons a week, and for Painting, three lessons a week (double periods) per term, $12.00. China painting, four hour lessons, one dollar per lesson.

Students in music or art who pay as much as $18.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $2.00 per term will be charged for domestic science. This will also cover the cost of food materials used.

Those who take work in Botany, Zoology or Physics, Agriculture, and Manual Traiing, will be charged a laboratory fee of $1.00 per term and Chemistry $2.00 per term. Laboratory fee for college courses in Science, $3.00 per term, except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the student.

Each Literary Society and Debating Club, the Bible Society and other similar organization that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

All expenses are due and payable, at the Treasurer's office, one term in advance.

Fractional weeks will be counted as full weeks.

No reduction for absence will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE.

All students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the President's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer, it is presented for the signature of the professors in the departments the student is entering, and returned to the President's office within five days. Until this order has been observed no student will be entitled to the privileges of the college.

GENERAL INFORMATION FOR STUDENTS.

1. Students are responsible for damage to furniture and buildings caused by them.
2. The use of tobacco, in any form, on the college grounds

and profane language are forbidden. Card-playing, handling of firearms and the use of intoxicating beverages are positively prohibited.

3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.

4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.

5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.

6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the President; and those outside the school who desire to arrange for such socials at their homes, should first arrange with the President for the students to attend.

7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive board.

8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others can not be allowed to remain in the school.

9. Any one who through inapplication to study fails to make a passing grade in three subjects during a term, may, at the discretion of the Executive Board, be asked to withdraw from the school.

10. Parents should inform the President of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.

11. Students are expected to select their course of study with care, and parents should in no case suggest a change in the student's program without first consulting the President.

12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the College Treasurer, who will transact business for parents or guardians when requested to do so.

13. Parents or guardians are requested not to call students home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the College, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the College are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the College.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are re-

quired to room and board in the College buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have "College" written on all letters and packages sent to them, to insure prompt delivery at the College postoffice.

20. Books and stationery may be obtained at the College bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS.

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grades of the student is the average of his class grade, together with the two principal examinations. Any student whose term grade in any subject falls below seventy-five per cent. is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

CATALOGUE OF STUDENTS.

GRADUATES.

Hoff, E. B. (A. M., Honorary)	Chicago, Illinois

COLLEGE OF LIBERAL ARTS.

(A. B. Degree)

Burkett, Florence	North Manchester, Indiana
Moyer, Della	Elkhart, Indiana
Moyer, Elgin S.	Alvordton, Ohio
Schultz, Lawrence W.	Huntington, Indiana
Sollenberger, I. J.	Tippecanoe City, Ohio
Stine, Ora	Panora, Iowa
Stoner, Edward Norris	Ladoga, Indiana
Wagoner, G. F.	Pyrmont, Indiana

ACADEMY.

Barnhart, Wilbur S.	North Manchester, Indiana
Blough, Carman G.	North Manchester, Indiana
Boomler, Lillie A.	Clay City, Indiana
Cottrell, Ella M.	North Manchester, Indiana
Culp, James E.	Dayton, Ohio
Dunbar, Mae Elizabeth	Bowers, Indiana
Harley, Robert J.	South Whitley, Indiana
Hoover, Grace M.	Milford, Indiana
Hornish, Ruth Eve	Defiance, Ohio
Leedy, Nelle	Lima, Ohio
McKillips, Donald	Albuquerque, New Mexico
Moyer, Lela A.	Alvordton, Ohio
Royer, Galen B.	Arcanum, Ohio
Schubert, C. C.	North Manchester, Indiana
Sherck, Elsie M.	Middlebury, Indiana
Walker, Cecilia A.	Sherwood, Ohio
White, Ralph E.	Vinegar Bend, Alabama
Willkie, Edward	Elwood, Indiana
Winger, J. Oscar	Marion, Indiana
Wright, Charles A.	Fostoria, Ohio

NORMAL ENGLISH (B. E. Degree.)

Byerly, Cary C.	Lima, Ohio
Helman, Harley Harrison	Sidney, Ohio
Peters, Effie	Tippecanoe City, Ohio
Reynolds, Jeanette B.	Arcanum, Ohio

THREE YEARS NORMAL.

Irick, Simon H.	Rossville, Indiana

HIGHER ACCOUNTING (M. Accts.)

Bowser, Lester D.	Trotwood, Ohio
Dickey, Orville J.	Laketon, Indiana
Gumpp, Clyde M.	Muncie, Indiana
Hyre, Clyde	Trotwood, Ohio
Stine, Ora W.	Panora, Iowa

COMMERCIAL TEACHER'S COURSE (B. Accts. Degree.)

Burr, Thurl	North Manchester, Indiana
Martin, Robert	Liberty Mills, Indiana
Ulrey, Earl	Sidney, Indiana

COMMERCIAL TEACHER'S COURSE

Keely, Agnes M.	Elkhart, Indiana
Miller, Earl M.	Versailles, Ohio
Speicher, Bertha V.	Urbana, Indiana

COMMERCIAL COURSE (One Year.)

Busser, Grover	New Berlin, Ohio
Lehman, Galen A.	North Manchester, Indiana
Hoke, Katie M.	Greenville, Ohio
Workman, Richard	Danville, Ohio

TWO YEAR'S TEACHERS' COURSE IN VOICE.

Chambers, Ruby A.	Middleton, Michigan
Myer, Mrs. Chas. I.	North Manchester, Indiana
Sherck, Elsie M.	Middlebury, Indiana
Ulrey, Madge E.	Goshen, Indiana
Winger, Cora L.	Marion, Indiana
Wright, Charles A.	Fostoria, Ohio

TWO YEARS' TEACHERS' COURSE IN PIANO.

Chambers, Ruby A.	Middleton,; Michigan
Rarick, Ruth L	Muncie, Indiana
Winger, Cora L.	Marion, Indiana

TWO YEARS' CERTIFICATE COURSE IN VOICE.

Pletcher, Edith M.	Goshen, Indiana

TWO YEARS' CERTIFICATE COURSE IN PIANO.

Cocanower, Myrtle	Wakarusa, Indiana
Leslie, Mrs. M. C.	Briceton, Ohio
Miller, Grace	North Manchester, Indiana

PUBLIC SCHOOL NORMAL COURSE.

Boomler, Lillie A.	Clay City, Indiana
Brumbaugh, Portia Naomi	West Milton, Ohio

SUNDAY SCHOOL NORMAL COURSE.

Wright, Mrs. Charles	Fostoria, Ohio
Mishler, Roy	Sidney, Indiana
Hiatt, Ira T.	Muncie, Indiana
Haynes, Ira M.	Swayzee, Indiana

STENOGRAPHIC COURSE.

Burr, Thurl C.	North Manchester, Indiana
Hoke, Katie M.	Greenville, Ohio
Keely, Agnes M.	Elkhart, Indiana
Martin, Robert	Liberty Mills, Indiana
Maphis, Edna Blanche	Brookville, Ohio
Miller, Earl M.	Versailles, Ohio
Speicher, Bertha V.	Urbana, Indiana
Thomas, Edna Kathryn	Lafayette, Ohio
Teel, Lucy	Camden, Indiana

EXPRESSION COURSE.

Brookins, Mary	North Manchester, Indiana
Gump, Mary	North Manchester, Indiana
Eikenberry, Treva	North Manchester, Indiana
Rarick, Ruth	Muncie, Indiana
Smith, Lois	North Manchester, Indiana
Stoner, Edward N.	Ladoga, Indiana
Thomas, Edna	Lafayette, Ohio

AGRICULTURE.

Fetterhoff, Larry M.	Ockley, Indiana

ART.

Rarick, Ruth L.	Muncie, Indiana

STUDENTS ENROLLED 1913-1914.

LIBERAL ARTS.

Barnhart, E. E.	North Manchester, Indiana
Beery, Clarence	North Manchester, Indiana
Blough, S. S.	North Manchester, Indiana
Bowser, L. D.	Trotwood, Ohio
Boyer, Walter	North Manchester, Indiana
Bright, D. W.	Arcanum, Ohio
Brubaker, H. A.	Virden, Illinois
Brumbaugh, Portia	West Milton, Ohio
Burkett, Florence	North Manchester, Indiana
Byerly, Cary	Lima, Ohio
Cripe, Floyd	Owasco, Indiana
Cripe, Ethel	Urbana, Indiana
Cripe, Lona	Urbana, Indiana
Delk, Margaret	Pittsburg, Ohio
Dickey, Gladys	North Manchester, Indiana
Dickey, Orville	Laketon, Indiana
Dunbar, Joseph	Bowers, Indiana
Fisher, Harry	Marion, Indiana
Frick, Harry	Wawaka, Indiana
Gebhart, Irvin	New Carlisle, Ohio
Gotschall, Ralph	North Manchester, Indiana
Grady, E. S.	White Pigeon, Michigan
Grisso, Lillian	North Manchester, Indiana
Grossnickle, Russell	North Manchester, Indiana
Grossnickle, Cuba	North Manchester, Indiana
Grossnickle, Warren	North Manchester, Indiana
Gumpp, Clyde	Muncie, Indiana
Hawke, Walter	New Carlisle, Ohio
Helman, H. H.	Dawson, Ohio
Hoke, Mary	Huntington, Indiana
Holl, Carl	New Berlin, Ohio
Holl, Dio	New Berlin, Ohio
Hollar, Lulu	Elida, Ohio
Hollinger, William	Palestine, Ohio
Hornaday, Forrest	North Manchester, Indiana
Hyre, Clyde	Trotwood, Ohio
Ikenberry, Anna	North Manchester, Indiana
Irick, Simon	Rossville, Indiana
Irvin, Floyd	Creston, Ohio
Kessler, Agnes	Lafontaine, Indiana
Keever, J. C.	Monticello, Indiana
Kingery, Delilah	Kewanna, Indiana

Kintner, Charles	Farmer, Ohio
Lehmer, Frantz	Los Angeles, California
Leonard, J. W.	Bryan, Ohio
Long, Mary	Bradford, Ohio
Manahan, Beulah	Goshen, Indiana
Maphis, Omer	Brookville, Ohio
Mathews, Roy	Milford, Indiana
McPherson, Ethel	North Manchester, Indiana
Messmore, Orville	North Manchester, Indiana
Miller, Clem	Lima, Ohio
Miller, R. H.	North Salem, Indiana
Miller, Claude	Beaverdam, Ohio
Minnich, H. Spenser,	Greenville, Ohio
Moore, Owen	Sidney, Indiana
Moyer, Elgin	Alvordton, Ohio
Moyer, Della	Elkhart, Indiana
Myer, Chas.	Flora, Indiana
Myers, W. B.,	Covinia, California
Neff, Ethel	Milford, Indiana
Neher, Royal	Milford, Indiana
Peters, W. W.	Tippecanoe City, Ohio
Peters, Effie	Tippecanoe City, Ohio
Press, Ida	Walkerton, Indiana
Reiff, Maude	Burnetts Creek, Indiana
Replogle, Frank	Rossville, Indiana
Reynolds, Jeanette	Arcanum, Ohio
Ross, Rudy	Sidney, Indiana
Sellers, Arthur	Bryan, Ohio
Senger, Nettie	Panora, Iowa
Shively, Marie	North Manchester, Indiana
Shively, Esther	Spencer, Indiana
Shultz, Lawrence	Huntington, Indiana
Sites, D. E.	North Manchester, Indiana
Sites, Sudie	Burnetts Creek, Indiana
Smeltzer, Jesse	Girard, Illinois
Smeltzer, Mrs. Jesse	Girard, Illinois
Smith, Freadus	North Manchester, Indiana
Smith, Lee	Albion, Indiana
Smith, Lois	North Manchester, Indiana
Sollenberger, I. J.	Tippecanoe City, Ohio
Stine, Ora	Panora, Iowa
Stoner, Rowena	Ladoga, Indiana
Stoner, E. N.	Ladoga, Indiana
Stutsman, Sadie	North Manchester, Indiana
Tillman, Coral	North Manchester, Indiana
Tinkle, William	Marion, Indiana
Wagoner, Grant	Delphi, Indiana
Weisel, Morris	Middle Branch, Ohio
Wenger, Mary	West Millon, Ohio
Weybright, Elizabeth	Trotwood, Ohio
Wine, G. L.	Huntington, Indiana
Winger, Roger	Marion, Indiana
Witwer, Ruth	Greenville, Ohio
Yoder, Leslie J.	Bellefontaine, Ohio
Yoder, C. H.	Bellefontaine, Ohio
Yoder, Hazel	Bellefontaine, Ohio
Yoder, Paul	Howe, Indiana

Total, 99.

NORMAL.

Abbott, Gordan	North Manchester, Indiana
Applegate, Otis	Hoovers, Indiana

Bagwell, Bertha	Bremen, Ohio
Balsbaugh, Katherine	Denver, Indiana
Beigh, Hilda	Sidney, Indiana
Bechtel, Anna	Urbana, Indiana
Bitzer, Clarence	Andrews, Indiana
Blickenstaff, Homer	North Manchester, Indiana
Bohnstedt, Helen	North Manchester, Indiana
Boomler, Leslie	North Manchester, Indiana
Bowman, Edith	Markle, Indiana
Boyd, Anna	Warren, Indiana
Brown, Mayme	Columbus, Indiana
Burkholder, Esther	Denver, Indiana
Burrows, Lee	Lincoln, Indiana
Burrows, Mae	Lincoln, Indiana
Callane, Mae	Flora, Indiana
Creddlebaugh, Nellie	New Carlisle, Ohio
Culp, Clyde	Nappanee, Indiana
Custer, Charlotte	Wabash, Indiana
Deckman, Fannie	Rochester, Indiana
Deeds, Eva	Deedsville, Indiana
Dickey, Jesse	North Manchester, Indiana
Dillman, Tressa	North Manchester, Indiana
Dillman, Myrtle	North Manchester, Indiana
Donley, Alice	Farmer, Ohio
Driver, Gale	Lima, Ohio
Ebbinghaus, Hubert	Laketon, Indiana
Fisher, Grace	North Manchester, Indiana
Flohr, David	Roann, Indiana
Fowler, Francis	Idaville, Indiana
Fredrick, Ruth	North Manchester, Indiana
Fredrick, Wallace	Laketon, Indiana
Gebhart, Irvin	New Carlisle, Ohio
Gilger, Cecil	Winamac, Indiana
Grant, Lillian	Wabash, Indiana
Green, Ruth	North Manchester, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Gustin, Mildred	Denver, Indiana
Harpster, Ray	Pulaski, Indiana
Heaston, Elsie	Markle, Indiana
Helman, Leslie	Dawson, Ohio
Hill, Nina	Wabash, Indiana
Henry, Herschall	Winamac, Indiana
Huffman, Harley	Noblesville, Indiana
Jenks, Fearl	Wabash, Indiana
Jones, Sadie	Deedsville, Indiana
Jordan, Beulah	Bippus, Indiana
Jordan, Garrett	Bippus, Indiana
Kennedy, Ross	North Manchester, Indiana
Keifer, Edgar	Andrews, Indiana
Koppert, Ray	Howard, Ohio
Koppert, Leaflette	Howard, Ohio
Lannerd, Paul	Huntington, Indiana
Lammedy, Harry	South eBnd, Indiana
Lefforge, Dale	North Manchester, Indiana
Lautzenhizer, Esther	North Manchester, Indiana
Leslie, Fred	Camden, Indiana
Lowellen, Harry	Syracuse, Indiana
Miller, Edith	Gaston, Indiana
Miller, Henry	Versailles, Ohio
Mohr, Walter	Winamac, Indiana
Morrow, Guilford	Huntington, Indiana
Mussulman, Hay	Camden, Indiana

Myer, Grace	Flora, Indiana
Naftzger, Helen	Wabash, Indiana
Neher, Medford	Tiosa, Indiana
Overholser, Samuel	Bradford, Ohio
Parker, Ray	Pierceton, Indiana
Paul, Bertha	Roann, Indiana
Phillips, Leta	North Manchester, Indiana
Pyle, Bessie	Denver, Indiana
Raymer, Dorothy	Deedsville, Indiana
Replogle, Walter	Flora, Indiana
Rice, Blake	Farmer, Ohio
Rodebaugh, Seth	Syracuse, Indiana
Rohrer, Harry	Argos, Indiana
Rupel, Edna	Walkerton, Indiana
Rusher, Wayne	Huntington, Indiana
Schwalm, Gertrude	Wakarusa, Indiana
Seiber, Mary	Flora, Indiana
Shaffer, Paul	Huntington, Indiana
Shaffer, A. C.	Francisville, Indiana
Shanks, Geneva	South Whitley, Indiana
Shanks, Lenna	South Whitley, Indiana
Shanks, Raymond	Camden, Indiana
Shinkle, Lauretta	Bippus, Indiana
Shoemaker, Ophelia	Wabash, Indiana
Shultz, Charles	Huntington, Indiana
Skinner, Earl	Winamac, Indiana
Smith, Zoa	Diska, Indiana
Smith, Verle	North Manchester, Indiana
Smith, Ethel	North Manchester, Indiana
Snell, Clara	North Manchester, Indiana
Sowers, Victor	North Webster, Indiana
Speicher, Camilla	Urbana, Indiana
Teel, Lucy	Camden, Indiana
Thorne, Lucile	Huntington, Indiana
Werking, Russell	North Manchester, Indiana
Wine, Minor	Huntington, Indiana
Wolfe, Lottie	North Manchester, Indiana
Wright, Mary Rice	North Manchester, Indiana
Yaney, Beatrice	Decatur, Indiana

Total 102.

ACADEMY.

Barnhart, Wilbur	North Manchester, Indiana
Bashore, Gaylord	Pleasant Hill, Ohio
Bittle, William	Manistee, Michigan
Blough, Yarman	North Manchester, Indiana
Boomler, Lillie	North Manchester, Indiana
Boomler, Catherine	North Monchester, Indiana
Brubaker, Vern	Wabash, Indiana
Butterbaugh, Marie	Silver Lake, Indiana
Byerly, Lois	North Manchester, Indiana
Chambers, Pearl	Middleton, Michigan
Coffman, Allen	Wooster, Ohio
Cottrell, Ella	North Manchester, Indiana
Culp, Everrett	Dayton, Ohio
Davenport, Ray	Goshen, Indiana
Defries, Harriet	Milford, Indiana
Dodge, Arthur	Lima, Ohio
Dunbar, Mae	Bowers, Indiana
Dunbar, Austin	Bowers, Indiana
Dunbar, Willard	Bowers, Indiana
Early, Gale	Lima, Ohio

Eikenberry, Treva	North Manchester, Indiana
Eikenberry, Malcolm	North Manchester, Indiana
Fast, Miriam	Dayton, Ohio
Fisher, Lee	Darlington, Indiana
Gump, Mary	North Manchester, Indiana
Harley, Robert	South Whitley, Indiana
Harley, Herbert	South Whitley, Indiana
Hoover, Grace	Milford, Indiana
Hoover, Lewis	Garrett, Indiana
Hornish, Ruth	Defiance, Ohio
Kinzie, David	West Alexandria, Ohio
Krieghbaum, Charles	Granger, Indiana
Lautzenhizer, Bertha	North Manchester, Indiana
Landis, Walter	North Manchester, Indiana
Leedy, Nelle	Lima, Ohio
Leslie, M. C.	Briceton, Ohio
McKee, Cuba	North Manchester, Indiana
McKillips, Donald	Wabash, Indiana
Mishler, Trude	Pierceton, Indiana
Mohler, Sherman	Magadore, Ohio
Moyer, Lela	Alvordton, Ohio
Noll, Clara	Butternut, Michigan
Noll, Lulu	Butternut, Michigan
Pulley, Harry	North Manchester, Indiana
Royer, Galen	Arcanum, Ohio
Rudy, George	Massillon, Ohio
Schubert, Carl	North Manchester, Indiana
Sherck, Elsie	Middlebury, Indiana
Smith, Ruth	North Manchester, Indiana
Stutsman, Mabel	Pennant, Sask., Canada
Stutsman, Winnifred	Pennant, Sask., Canada
Sunday, Rexford	Berrien, Michigan
Ulrey, Madge	Goshen, Indiana
Ulrey, Fred	Goshen, Indiana
Walker, Cecilia	Sherwood, Ohio
Weaver, Irvin	Bremen, Indiana
Weller, Russell	Copemish, Michigan
Weller, D. P.	Continental, Ohio
White, Pearl	Vinegar Bend, Alabama
White, Ralph	Vinegar Bend, Alabama
Willkie, Charlotte	Ellwood, Indiana
Willkie, Edward	Ellwood, Indiana
Winger, John	Marion, Indiana
Winger, Mabel	Marion, Indiana
Winger, Cora	Marion, Indiana
Winger, J. Oscar	North Manchester, Indiana
Wright, Charles	Fostoria, Ohio
Younce, Inez	Clarion, Michigan
Zimmerman, Roy	New Calrisle, Ohio

Total, 69.

BIBLE.

Bagwell, Bertha	Bremen, Ohio
Bowman, Floyd	Hagerstown, Indiana
Boyer, Maude	North Manchester, Indiana
Bright D. Webster	Arcanum, Ohio
Burkett, Florence	North Manchester, Indiana
Busser, Grover	New Berlin, Ohio
Butterbaugh, Marie	Silver Lake, Indiana
Cauffman, Allen	Wooster, Ohio
Dodge, Arthur	Lima, Ohio
Funderburg, Daniel	Markle, Indiana

Funderburg, Flora	Markle, Indiana
Gump, Iva	Churubusco, Indiana
Gall, Sanford	North Manchester, Indiana
Haynes, Ira	Swayzee, Indiana
Hiatt, Ira	Muncie, Indiana
Hoke, Mary	Huntington, Indiana
Holl, Carl	New Berlin, Ohio
Holl, Dio	New Berlin, Ohio
Hoover, Lewis	Garrett, Indiana
Irvin, Floyd	Creston, Ohio
Joseph, Clyde	Culver, Indiana
Kinzie, David	West Alexandria, Ohio
Landis, Mrs. Walter	Lima, Ohio
Leslie, M. C.	Briceton, Ohio
Manahan, Beulah	Goshen, Indiana
Mellinger, Pearl	Milford, Indiana
Matthews, Roy	Milford, Indiana
Miller, Ethel	North Manchester, Indiana
Miller, Robert	North Salem, Indiana
Mishler, Roy	Sidney, Indiana
Mishler, Trude	Pierceton, Indiana
Minnick, Spenser	Greenville, Ohio
Moyer, Elgin	Alvordton, Ohio
Myer, Chas. I.	North Manchester, Indiana
Myer, Mrs. Chas. I.	North Manchester, Indiana
Noll, Lulu	North Manchester, Indiana
Peters, W. W.	Tippecanoe City, Ohio
Pletcher, Edith	Goshen, Indiana
Press, Ida	Walkerton, Indiana
Pulley, Harry	North Manchester, Indiana
Replogle, Frank	Rossville, Indiana
Royer, Galen B.	Arcanum, Ohio
Swinger, Walter	Arcanum, Ohio
Tinkel, William	Marion, Indiana
Walker, Cecilia	Sherwood, Ohio
Weaver, Ervin	Bremen, Indiana
Weaver, Mrs.	Bremen, Indiana
Weaver, Myrtis	Goshen, Indiana
Weller, D. P.	Continental, Ohio
Weisel, Morris	Middle Branch, Ohio
Weybright, Edith	Syracuse, Indiana
White, Pearl	Vinegar Bend, Alabama
White, Ralph	Vinegar Bend, Alabama
Whitehead, Cecil	Syracuse, Indiana
Weybright, Elizabeth	Trotwood, Ohio
Winger, Mrs. Otho	North Manchester, Indiana
Wright, Mrs. C. A. Wright	Fostorio, Ohio
Younce, Inez	Clarion, Michigan

Total, 58; not previously counted, 18.

BOOKKEEPING

Barnhart, Wilbur	North Manchester, Indiana
Blough, Carman	North Manchester, Indiana
Burr, Thurl	North Manchester, Indiana
Busser, Grover	New Berlin, Ohio
Byerly, Lois	North Manchester, Indiana
Dickey, Jesse	North Manchester, Indiana
Grossnickle, Sharon	Merilla, Michigan
Halliday, Leslie	Bradford, Ohio
Hauseman, Ernest	North Manchester, Indiana
Heim, Demas	North Liberty, Indiana

Hoke, Katie	Greenville, Ohio
Hoover, Lewis	Garrett, Indiana
Hornish, Ruth	Defiance, Ohio
Jinks, Vaughan	North Manchester, Indiana
Keely, Agnes	Elkhart, Indiana
Leonard, Ova	Bryan, Ohio
Lehman, Galen	North Manchester, Indiana
Martin, Robert	Liberty Mills, Indiana
McKee, Cuba	North Manchester, Indiana
McKillips, Donald	Wabash, Indiana
Miller, Earl	Versailles, Ohio
Peters, Forrest	Tippecanoe City, Ohio
Schubert, Milton	North Manchester, Indiana
Shroyer, Bert	New Carlisle, Ohio
Speicher, Bertha	Urbana, Indiana
Swinger, Walter	Arcanum, Ohio
Teel, Lucy	Camden, Indiana
Ulrey, Earl	Sidney, Indiana
Weller, Lloyd	Copemish, Michigan
Weller, Russell	Copemish, Michigan
Workman, Richard	Danville, Ohio
Yoder, Paul	Howe, Indiana
Young, Fred	East Akron, Ohio

Total, 32; not previously counted, 22.

TYPEWRITING AND SHORTHAND.

Bowser, L. D.	Trotwood, Ohio
Burr, Thurl	North Manchester, Indiana
Byerly, Lois	North Manchester, Indiana
Gerard, Lola	North Manchester, Indiana
Gump, Mary	North Manchester, Indiana
Heim, Demas	North Liberty, Indiana
Hoke, Katie	Greenville, Ohio
Hyre, Clyde	Trotwood, Ohio
Keely, Agnes	Elkhart, Indiana
Lautzenhizer, Bertha	North Manchester, Indiana
Maphis, Clara	Brookville, Ohio
Maphis, Edna	Brookville, Ohio
Martin, Robert	Liberty Mills, Indiana
Miller, Claude	Beaverdam, Ohio
Miller, Earl	Versailles, Ohio
Neff, Ethel	Milford, Indiana
Phillips, Leta	North Manchester, Indiana
Schubert, Carl	North Manchester, Indiana
Speicher, Bertha	Urbana, Indiana
Teel, Lucy	Camden, Indiana
Thomas, Edna	Lima, Ohio
Ulrey, Earl	Sidney, Indiana
Weller, Lloyd	Copemish, Michigan

Total, 23; not previously counted, 3.

MUSIC.

piano.

Abbott, Gladys	North Manchester, Indiana
Book, Gertrude	North Manchester, Indiana
Boomler, Lillie	North Manchester, Indiana
Boomler, Catherine	North Manchester, Indiana
Boomler, Marion	North Manchester, Indiana
Boyd, Anna	Warren, Indiana
Brumbaugh, Portia	West Milton, Ohio

Burns, Lelia	Plymouth, Indiana
Butterbaugh, Anetta	North Manchester, Indiana
Chambers, Ruby	Middleton, Michigan
Cocanower, Myrtle	Wakarusa, Indiana
Grum, Fleta	Shelby, Ohio
Fast, Miriam	Dayton, Ohio
Fast, Ruth	Dayton, Ohio
Grossnickle, Cuba	North Manchester, Indiana
Gump, Iva	Cherubusco, Indiana
Haynes, Ira	Swayzee, Indiana
Heeter, Ruth	North Manchester, Indiana
Hoke, Katie	Greenville, Ohio
Ikenberry, Anna	North Manchester, Indiana
Ikenberry, Marie	North Manchester, Indiana
Koppert, Leaflette	Howard, Ohio
Maphis, Edna	Brookville, Ohio
Maphis, Clara	Brookville, Ohio
McKee, Alpha	North Manchester, Indiana
Miller, Fern	North Manchester, Indiana
Miller, Grace	North Manchester, Indiana
Mills, Vera	Elkhart, Indiana
Myer, Tressa	North Manchester, Indiana
Noll, Clara	North Manchester, Indiana
Pletcher, Edith	Goshen, Indiana
Rarick, Ruth	Muncie, Indiana
Sherck, Elsie	Middlebury, Indiana
Shroyer, Bert	New Carlisle, Ohio
Smith, Ruth	North Manchester, Indiana
Smith, Eunice	North Manchester, Indiana
Ulrey, Madge	Goshen, Indiana
Weitzel, Mary	Laketon, Indiana
Wenger, Mary	Union, Ohio
Wertenberger, Etna	Laketon, Indiana
Whitehead, Cecil	Syracuse, Indiana
Winger, Cora	Marion, Indiana
Winger, Robert	North Manchester, Indiana
Workman. Wealthy	North Manchester, Indiana
Wyse. Mabel	Wauseon, Ohio

Total, 44; not previously counted, 22.

Voice.

Boomler, Lillie	North Manchester, Indiana
Bowser, L. D.	Trotwood, Ohio
Brubaker, Mrs. H. A.	Virden, Illinois
Burns, Lelia	Plymouth, Indiana
Chambers, Ruby	Middleton, Michigan
Cocanower, Myrtle	Wakasusa, Indiana
Crum, Fleta	Shelby, Ohio
Delk, Margaret	Pittsburg, Ohio
Early, Goldia	North Manchester, Indiana
Emley, Mae	South Whitely, Indiana
Emley, Ray	South Whitley, Indiana
Fast, Miriam	Dayton, Ohio
Grossnickle, Cuba	North Manchester, Indiana
Gump. Iva	Cherubusco, Indiana
Hoover, Lewis	Garrett, Indiana
Hyre, Clyde	Trotwood, Ohio
Leonard, J. W.	Bryan, Ohio
Minnich, H. Spencer	Greenville, Ohio
Mishler, Trude	Pierceton, Indiana
Myer, Tressa	North Manchester, Indiana

Noll, Lulu	Butternut, Michigan
Noll, Clara	Butternut, Michigan
Pletcher, Edith	Goshen, Indiana
Reiff, Maude	Burnetts Creek, Indiana
Rudy, George	Massillion, Ohio
Schubert, Carl	North Manchester, Indiana
Sherck, Elsie	Middlebury, Indiana
Ulrey, Madge	Goshen, Indiana
Wenger, Mary	Union, Ohio
Weybright, Edith	Syracuse, Indiana
Whitehead, Cecil	Syracuse, Indiana
Winger, Cora	Marion, Indiana
Wright, Charles	Fostoria, Ohio
Workman, Wealthy	North Manchester, Indiana
Wyse, Mabel	Wauseon, Ohio
Yoder, Paul	Howe, Indiana

Total, 36; not previously counted, 4.

EXPRESSION.

Boomler, Lillie	North Manchester, Indiana
Boomler, Catherine	North Manchester, Indiana
Boone, Clara	North Manchester, Indiana
Brookins, Mary	North Manchester, Indiana
Byerly, Lois	North Manchester, Indiana
Chambers, Ruby	Middleton, Michigan
Cripe, Floyd	Owasco, Indiana
Dickey, Orville	Laketon, Indiana
Eikenberry, Treva	North Manchester, Indiana
Fast, Miriam	Dayton, Ohio
Fast, Ruth	Dayton, Ohio
Gump, Mary	North Manchester, Indiana
Hoke, Katie	Greenville, Ohio
Hoover, Grace	Milford, Indiana
Joseph, Clyde	Culver, Indiana
Hoover, Grace	Milford, Indiana
Keely, Agnes	Elkhart, Indiana
Koppert, Ray	Howard, Ohio
Koppert. Leaflette	Howard, Ohio
Lautzenhizer, Bertha	North Manchester, Indiana
Noll, Clara	Butternut, Michigan
Noll, Lulu	Butternut, Michigan
Pletcher, Edith	Goshen, Indiana
Rarick, Ruth	Muncie, Indiana
Replogle, Frank	Rossville, Indiana
Sherck, Elsie	Middlebury, Indiana
Shively, Marie	North Manchester, Indiana
Smith, Freadus	North Manchester, Indiana
Smith, Lois	North Manchester, Indiana
Smith, Ruth	North Manchester, Indiana
Thomas, Edna	Lima, Ohio
Tinkel, William	Marion, Indiana
Winger, Mabel	Marion, Indiana
Weaver, Myrtis	Goshen, Indiana
Wolfe, Grace	North Manchester, Indiana
Workman, Richard	Danville, Ohio

Total, 35; not previously counted, 2.

PAINTING AND SPECIAL DRAWING.

Bagwell, Bertha	Bremen, Indiana
Brookins, Mary	North Manchester, Indiana
Brumbaugh, Portia	West Millon, Ohio

Butterbaugh, Anetta	North Manchester, Indiana
Chambers, Ruby	Middleton, Michigan
Custer, Charlotte	Wabash, Indiana
Dunbar, Mae	Bowers, Indiana
Delk, Margaret	Pittsburg, Ohio
Fast, Miriam	Dayton, Ohio
Gotschall, Ilo	North Manchester, Indiana
Grossnickle, Cuba	North Manchester, Indiana
Gump, Mary	North Manchester, Indiana
Harter, Anette	North Manchester, Indiana
Hill, Nina	Wabash, Indiana
Hoover, Martha	North Manchester, Indiana
Irick, Simon	Rossville, Indiana
Miller, Fern	North Manchester, Indiana
Nesbit, Miss Glenn	North Manchester, Indiana
Rarick, Ruth	Muncie, Indiana
Reiff, Maude	Burnetts Creek, Indiana
Reynolds, Jeanette	Arcanum, Ohio
Rinehart, Blanche	Boston, Indiana
Shively, Esther	Spencer, Indiana
Studebaker, Alma	North Manchester, Indiana
Wenger, Mary	Union, Ohio
Whitehead, Cecil	Syracuse, Indiana
Wolfe. Grace	North Manchester, Indiana

Total, 28; not previously counted, 5.

AGRICULTURE.

Cradlebaugh, Nellie	New Carlisle, Ohio
Fetterhoff, Larry	Ockley, Indiana
Helman, Leslie	Dawson, Ohio
Leedy, Nelle	Lima, Ohio
Morrow, Guilford	Huntington, Indiana
Peters, Effie	Tippecanoe City, Ohio
Replogle, Walter	Flora, Indiana
Werking, Russell	North Manchester, Indiana

Total, 8; not previously counted, 1.

CORRESPONDENCE COURSE.

Beeghly, Ada	Dayton, Ohio
Delauter, Ora	Star City, Indiana
Fisher, W. D.	Baltic, Ohio

Total, 3.

Total number of students enrolled 350.

INDEX.

ACADEMY 30
Course of Study 30
Description of Courses 31
Electives and Substitutes 31
Prescribed Subjects 30
ART DEPARTMENT 55
BIBLE DEPARTMENT 34
Affiliation with Bethany Bible School 34
Aim 34
Bible Normal Course 36
Description of Subjects 34
Seminary Course 37
Special Bible Term 38
CALENDAR 1
CATALOGUE OF STUDENTS 66
Classification 68
Graduates 66
COLLEGE OF LIBERAL ARTS 14
Admission to Advanced Standing 14
Biblical Literature 15
Botany and Biology 22
Chemistry 22
Description of Courses 22
Economics and Finances 23
Elective Studies 15
English and Public Speaking 19
French 21
German 21
Greek 20
History 16
Latin 20
Major Work 14
Mathematics 18
Pedagogy 21
Philosophy 16
Political and Social Science 17
Prescribed Subjects 14
Other Sciences 23
Requirement for Admission 14
Requirements for Graduation 14
COLLEGE EXTENSION DEPARTMENT 61
COMMERCIAL DEPARTMENT 39
Courses 39
General Information 44
Outline of Courses 43
Penmanship 44
Shorthand 41
Typewriting 41
DOMESTIC SCIENCE 49
ENTRANCE TO COLLEGE 63
EXAMINATIONS 65
EXPRESSION AND PUBLIC SPEAKING 57
FACULTY 3
GENERAL INFORMATION 63
LECTURE COURSE 11
MANCHESTER COLLEGE 6

Departments and Courses 13
Endowment 9
Government 11
Grounds and Buildings 7
History 6
Laboratories 8
Library 9
Location 6
Museum 9
Religious Attitude and Activity 7
Religious Organizations 10
Societies 10
MUSIC 51
Arrangement of Courses 51
General Regulations 53
Piano 51
Public School Course 53
Vocal Department 52
NORMAL SCHOOL 25
Classes and Licenses 27
Courses of Study 26
Normal English Course 28
Scope of the Work 25
PHYSICAL CULTURE 58
PUBLICATIONS 11
SUMMER SCHOOL 59
VOCATIONAL EDUCATION 46
Agriculture 46
Course of Study 47
Description of Courses 47
High School Agriculture Course 47
Industrial Arts 48
Manual Training 49
Cooking 49
Sewing 50

Manchester College

BULLETIN

Vol 8 APRIL, 1915 No. 44

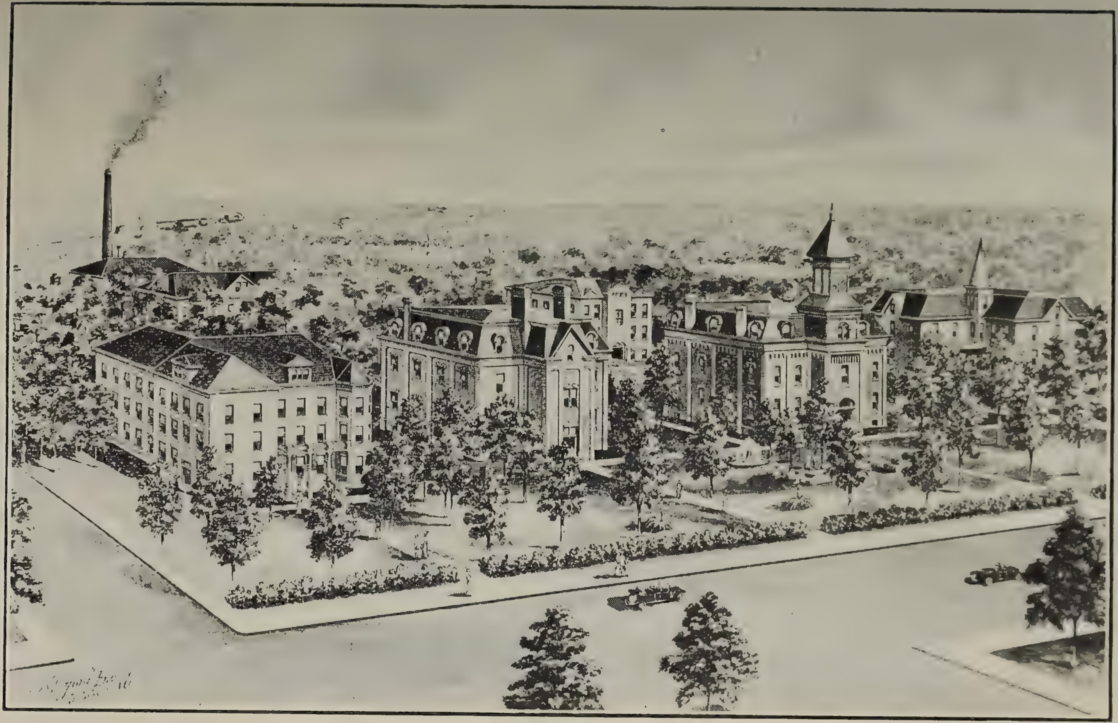
CATALOGUE

1915-1916

UNIVERSITY OF ILLINOIS
AUG 27 1915
PRESIDENT'S OFFICE

PUBLISHED BI-MONTHLY BY
MANCHESTER COLLEGE
NORTH MANCHESTER, IND.

College Buildings and Grounds



Young Men's Hall *Chapel* *College Hall* *Ladies' Home*

The gymnasium is located just back of the chapel.

The new science hall is located just back of the college hall.

The new heating plant is located just back of the gymnasium.

The tennis courts and ball grounds are beyond the ladies' home.

CATALOGUE NUMBER

OF THE

Manchester College

BULLETIN

1915-1916

* * *

Owned by Five Districts of the Church of the Brethren in Indiana and Ohio

* * *

THIS CATALOGUE is free to friends, patrons, former students and prospective students. It costs too much, however, to have it thrown aside with a passing glance into the waste basket. Read it yourself and see what the school is doing; then tell others that they, too, may become interested. If you do not receive a copy, write to the college, and it will be sent to you at once.

Manchester College Bulletin

Entered Dec. 24 1907, at North Manchester, Ind., as second-class matter under act of Congress of July 16, 1894.

Vol. 8. APRIL, 1915 *No. 43*

Calendar 1915-1916

FALL TERM TWELVE WEEKS

September 7, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 18, Monday—Mid-fall term opening.
November 23, and 24—Term examinations.
November 25, Thursday—Thanksgiving recess.

WINTER TERM TWELVE WEEKS.

November 29, Monday—Winter term opens.
December 17, Friday—Holiday vacation begins.
January 4, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM JANUARY 3 TO 15.

March 2 and 3, Thursday and Friday—Term Examinations.

SPRING TERM TWELVE WEEKS.

March 6, Monday—Spring term opens.
April 17, Monday—Mid-spring term opening for teachers.
May 20, Saturday—Joint program of Literary Societies.
May 21, Sunday—Sermon to the graduates.
May 22, Monday—Reception to the graduates.
May 23 and 24, Tuesday and Wednesday—Term examinations.
May 24, Wednesday afternoon—Business meeting of the Alumni.
May 25, Thursday—Last chapel service and class day exercises.
Thursday Evening—Annual Commencement.

SUMMER NORMAL TWELVE WEEKS.

May 29, Monday—Summer Normal opens.
July 10, Monday—Mid-summer term opening.
August 17 and 18, Thursday and Friday—Term examinations.
August 18—Summer Normal closes.

Organization

BOARD OF TRUSTEES.

Manly Deeter, Chairman	Milford, Indiana
G. A. Snider, Secretary	Lima, Ohio
D. B. Garber, Treasurer	Markle, Indiana
Lewis W. Teeter	Hagerstown, Indiana
J. L. Cunningham	Flora, Indiana
J. F. Brubaker	West Alexandria, Ohio

EXECUTIVE BOARD.

Otho Winger, President.
L. D. Ikenberry, Secretary.
D. B. Garber, Treasurer.
Manly Deeter, Field Representative.

GENERAL EDUCATIONAL BOARD.

H. C. Early, Chairman	Pen Laird, Virginia
Otho Winger, Vice-Chairman	North Manchester, Indiana
J. H. B. Williams, Secretary-Treasurer	Elgin, Illinois
A. C. Wieand	Chicago, Illinois
John Calvin Bright	Troy, Ohio
L. T. Holsinger	Brethren, Michigan
J. S. Flory	Bridgewater, Virginia

Faculty 1915-1916

OTHO WINGER, A. M., PRESIDENT. Philosophy.

Manchester College, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., Secretary, Mathematics and Science.

Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kan., 1893-1894. A B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893; President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912.

S. S. BLOUGH, M. E., A. B., Biblical Literature.

B. E. Juniata College, 1893; M. E., 1895. Student in Pittsburg School of Methods. Student in Bethany Bible School, 1908-1911. Pastor of Church of the Brethren, Pittsburg, Pa., 1900-1907. Pastor of the Church of the Brethren, Batavia, Ill., 1908-1911. Pastor of the Church of the Brethren North Manchester, Ind., and Instructor in Manchester College, 1911-1913. Student and Instructor in Biblical Literature in Manchester College, 1913-1915. A. B., 1915. Professor of Biblical Literature in Manchester College since 1915.

M. L. SANDIFUR, A. M., Phychology, Sociology and Education.

Graduate Indiana State Normal, 1902. A. B., DePauw University, 1906. Graduate Study Indiana State Normal, 1908. Superintendent of Schools at Miami Indiana, 1901-1903. Professor of Latin, Columbus, Ind., High School, 1903-1908. Professor of Latin and Pedagogy, Manchester College, 1908-1912. Graduate student and instructor, DePauw University, 1912-1913. A. M., degree, 1913. Professor of Psychology, Sociology and Education, Manchester College since 1913.

CHARLES LECKRONE, A. M., Ancient Languages and Mathematics.

Graduate of Mt. Morris College, Academic Course, 1894. Graduate Indiana State Normal, 1897. A. B., Indiana University, 1900. Principal of Schools, Brownsburg, Ind., 1897-1899. Superintendent of Schools, Laketon, Ind., 1900-1901. Professor Mathematics and Latin, Warsaw High School, 1901-1902. Instructor and graduate student, Indiana University, 1902-1903. A. M., 1903. Principal High School, Petersburg, Ill., 1903-1905. Principal High School, Charleston, Ill., 1905-1907. Professor Mathematics, Manual Training School of Washington University, St. Louis, 1907-1912. Graduate Student in Summer Schools; University of Chicago, 1904 and 1910; University of Missouri, 1908; University of Michigan, 1911. Professor Education, Latin and Mathematics, Manchester College, 1912-1913. Professor Ancient Languages and Mathematics since 1913.

EDWARD KINTNER, A. M., Science and Agriculture.

Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. degree. Post-graduate in Ohio State University, Summer 1912 and 1913, A. M., 1914. Professor Science and Agriculture, Manchester College since 1912.

JULIA E. WILLKIE, A. M., English and Modern Languages.

A. B., Indiana University, 1909. A. M., Indiana University, 1909-1910. Post-graduate student Indiana University 1909-1911. Professor of Latin, Bloomington, Ind., High School, 1909-1911. Professor of English and Modern Languages, Manchester College since 1911.

***VERNON SCHWALM, A. B., History and English.**

Student in Manchester College, 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree. Graduate student University of Chicago, summer school, 1913-1914. Professor of History, Manchester College since 1913.

. J. SOLLENBERGER, A. B., Science and Agriculture.

Graduate of Butler High School, 1910. Student in Manchester College 1910-1914. Instructor, 1912-1914. A. B., 1914. Graduate student in Ohio State University summer session, 1914. Professor of Science, Manchester College since 1913.

ORA M. STAHLY, B. Mus., Director of Music Department.

Graduate of Teachers' Certificate Course, Manchester College, 1897. Student in Chicago College of Music, 1899-1900. Instructor in Music in Smithville College, and Student in Wooster University, 1901. Private Teacher of Music 1901-1911. Student in Chicago Music College and Graduate under William Sherwood, B. Mus., 1911. Director of Music Department in Manchester College since 1911.

ADIE I. STUTSMAN, Expression and Art.

Graduate of the Academy of Maryland Collegiate Institute, 1904. Private Study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Instructor in Art and Expression, Manchester College since 1907.

. W. STINE, M. Accts., A. B., Economics and Commerce.

Graduate of Panora, Iowa High School, 1910. Student in Manchester College, 1910-1914. M. Accts., A. B., 1914. Principal of Commercial Department, Manchester College since 1914.

STHER SHIVELY, Methods and Observation.

Graduate Indiana State Normal. Critic teacher Manchester College, 1910-1914. Principal of Training School from 1914.

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* Absent on leave for 1915-1916.

ORPHA WORKMAN, Shorthand and Typewriting.

Graduate Stenographic Course, Manchester College, 1911. Graduate Commercial Teachers' Course, Manchester College 1912.

MYRTLE ZEIGNER, B. S., Household Arts.

Graduate of Columbus, Indiana High School 1909. Student in Indiana State Normal. Two years' experience teaching in public schools. Student in Purdue University 1911-1913 and 1914-1915. Supervisor of Household Economics in Edinburg schools, 1913-1914.

ROSE RINEHART, Practice Teaching.

Graduate of Indiana State Normal.

J. C. KEEVER, Industrial Arts.

Graduate of Monticello High School. "A" and "B" courses in Manchester College. Student in two summer schools Purdue University. Student in two summer schools Stout Institute. Supervisor of Industrial Education, Ladoga schools 1913-1915.

W. C. STINEBAUGH, Penmanship.

Graduate of Akron High School, 1911. Class "A" Winona College. Student Zanerian College of Penmanship, Summers 1913 and 1914. Student five terms in Manchester College.

ASSISTANT TEACHERS.

Grace Murray	Assistant in English
Galen B. Royer	Assistant in Mathematics
C. G. Blough	Assistant in Mathematics
J. W. Leonard	Assistant in German
R. H. Miller	Assistant in History
L. J. Yoder	Assistant in Manual Training

ASSISTANT OFFICERS.

Mrs. Ada Hendrix	Supt. of Ladies' Home
C. A. Wright	Supt. of Young Men's Hal
O. L. Replogle	College Engineer
Ida Press	Secretary to Presiden

Standing Committee of Faculty

Athletics—Ikenberry, Stine, Leonard, C. G. Blough.

Council—Ikenberry, S. S. Blough, Kintner, Leckrone, Sandifur.

Debating and Oratory—Schwalm, Sollenberger, Miss Stutsman, R. H. Miller, Yoder.

Library—Leckrone, Miss Stutsman, Miss Murray, Miss Willkie, Stinebaugh.

Literary Societies—Miss Willkie, Leckrone, Sandifur, Kintner, Miss Zeigner, Keever.

Religious Activities—S. S. Blough, Wright, Royer, Miss Press, Mrs. Stahly.

Rules and Discipline—President Winger, Ikenberry, Wright, Mrs. Hendrix.

Social and Student Affairs—Sollenberger, Mrs. Hendrix, Miss Shively, Miss Workman, Holl, Miss Rinehart.

MANCHESTER COLLEGE

HISTORY.

Manchester College had its beginning in 1889, when the first building, Bumgardner Hall, was erected. For six years the school was directed by representatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the present campus of ten acres and the one building was purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifiices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was cancelled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1906. The transfer of the property to the Church was made in such a way that the institution can never be encumbered with debt.

In 1904 Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

Since 1902 the institution has been controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees.

Since 1911 the enrollment has rapidly increased, especially in the College of Liberal Arts. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the spring of 1914 the work was begun on the Science and Agricultural Hall, which will be pushed to completion as rapidly as funds are secured for this purpose. It is the present plan to have it ready for use by the opening of the fall term 1915.

LOCATION

The College is located at North Manchester, Wabash county, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and is free from saloons.

North Manchester is easily reached, being situated on the Big Four railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Vandalia, a direct route between Toledo and St. Louis, passes through North Manchester and the Erie is only three miles south of the town. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE.

It is the purpose of this institution to provide a liberal education, at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the state or the church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY.

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethren, under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend: 1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of that church in which their membership is held, by giving due notice of such desire.

In North Manchester there are six churches, viz: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran, and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the prinicples of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the local congregations in doing the very best possible for the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

GROUNDS AND BUILDINGS.

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine ten-acre campus on which the following buildings are located:

College Hall (erected in 1889). The literary work for the most part is conducted in this building. The Lincoln and Adelphian Literary Society Halls are on the third floor. The music department occupies part of the second floor. The Physical and Biological laboratories and the Training School are on the first floor. The Chemical laboratory, Manual Training rooms and Bookstore are in the basement.

Chapel Building (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor. The entire basement has recently been fitted up for manual training.

Ladies' Home (1898). The basement contains a kitchen, store-room, dining hall and laundry room. First and second floors are occupied by the students. The building has the convenience of a well regulated home, being furnished with bathroom, electric lights and steam heat. The rooms are well lighted and ventilated and have a beautiful outlook upon the campus.

Young Men's Hall (1906). This building will accommodate 100 students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Gymnasium (1911). This building, 44x64, is the gift to the institution by the students and friends who realized the necessity of a place where proper physical exercise may be taken in the winter time. It is fitted up with parallel bars, swinging ropes, horizontal bars, basket ball apparatus, dumbbells and Indian clubs.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125 horse-power boilers and other modern equipment makes it possible to furnish ample heat to any part of any building on the grounds.

Agriculture and Science Hall (1915). The modern college has found that good science laboratories are indispensable. The laboratories have served their purpose very well till the present, but have become entirely inadequate for the work of the growing institution. The spirit of the age demands that the college provide instruction in vocational subjects such as Agriculture, Manual Training and Domestic Science. The trustees have anticipated the absolute necessity for a building more adequate to the needs of the departments of Science and Agriculture by undertaking a vigorous campaign to secure funds to erect such a building. They have secured enough money to begin the work and according to present plans the building will be ready for use for the fall term of 1915.

LABORATORIES

The Chemical laboratory is fitted up with tables for experimental work in general inorganic chemistry, qualitative and quantitative analysis. The tables are fully equipped with water, waste sinks and reagent bottles. A fireproof supply room adjoining the laboratory contains the necessary chemicals.

The Physical laboratory is provided with apparatus for experimental work in mechanics, heat, light, sound, electricity and magnetism. The Biological laboratory is furnished with compound microscopes and other necessary apparatus; also tables for individual investigation and books of reference. Apparatus for astronomical study has lately been provided.

Considerable new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicately adjusted D'Arsonval galvanometer, fitted with telescope and scale; a sextant; a Lang spectrometer including an A grade Wallace grating; a steam-hot plate for evaporating and digesting solutions; and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

MUSEUM.

The museum has been moved to the second floor of the College Hall. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaelogical specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY.

The Library room is large and commodious. The shelf capacity has been greatly increased in recent years, and good selections of books added, representing the different departments of the institution. Manchester College has secured the entire library of Dixon College, about twelve hundred volumes of standard books.

The reading room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT

It is a well known fact that no institution of higher learning receives sufficient funds from the tuition fees of its students to pay the salaries of its teachers. In order to compete successfully with other institutions of learning there is need of financial help by way of endowments, etc. The large universities and colleges are adding thousands and even hundreds of thousands of dollars every year to their already large amounts. It should not, therefore, seem unreasonable or a wild dream, for the trustees to ask for one hundred thousand dollars endowment for Manchester College. When this amount is secured the efficiency of the college will be greatly increased. A good beginning has already been made. With the friends of the institution fully awakened to this great need, it should not be difficult to secure the amount asked for.

Some may wonder how they can do this. The college has provided a number of ways for giving.

1. By free-will cash donations. These are the most helpful of all, for it creates a fund, the entire income of which can be used for the immediate benefit of the institution.

2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of donation.

3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

> I give and bequeath to D. B. Garber, Treasurer of Manchester College, North Manchester, Indiana, or to his successor in office the sum of ....
>
> ....dollars, for the use of said Institution as the Trustees may direct.
>
> Signed ....

SOCIETIES.

Lincoln and Adelphian—These two societies afford students below the College Department a fine opportunity for literary culture and practice in conducting deliberative bodies. The exercises consist of readings, music, essays, orations and debates. The importance of this training cannot be overestimated. Academic students who are regular in attendance at either of these societies to which they belong and who are faithful in the performance of their duties there will be allowed one-half term's credit on the academic course for each full year they are active members.

The societies are under the control of the Executive Board, and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty appointed by the Executive Board exercises a careful supervision over this work.

The two societies have well arranged rooms on the third floor of the College Hall, where the meetings are held each Saturday evening in the school year. The halls are neatly fitted up and each contains a library and a piano.

All students except those in the College Department, or those who hold active membership in the Bible society, are urged to become active members of one of these literary societies. Students of college standing who have more than 45 hours credit cannot hold active membership in either of these societies.

Majestica Society—This society was organized in the fall of 1912 for the benefit of college students. Private programs are held weekly and occasionally a public program is given. The aim is to make the work of a grade that will be of most benefit to those of advanced standing. Those who are regular in attendance and faithful in the performance of duty will be allowed one-half hour credit on the college course for each term they are active members.

Commercial Club—This club was organized in 1910 for the commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

Civic and Oratorical League—This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of inter-collegiate literary contests. This year debates were held with Mt. Morris and Goshen colleges, Manchester losing the decision in each debate. It also sent a representative, Mr. C. A. Wright, to the State Peace Oratorical Contest. Mr. Wright won first place in the state contest, and later second place in the inter-state contest at Ripon, Wisconsin. The league also participated in the state discussion on the need of a new constitution for Indiana.

RELIGIOUS ORGANIZATIONS.

Bible Society—This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Friday evening in the Bible room. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. B.—The Young Men's Christian Band meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. B.—The Young Women's Christian Band meets each Tuesday evening in the Reception Rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given.

The Volunteer Band—This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meeting are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Occasionally public programs are given in the adjoining churches for the purpose of arousing missionary sentiment.

COLLEGE PUBLICATIONS.

The College now has three publications.

The College Bulletin is publish bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthy magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE.

The Senior class each year has charge of the school lecture course. These classes have been bringing some very excellent numbers to the institution. For the year 1915 the class has announced the following course: James Burns, the "Abe Lincoln of Kentucky;" the L. C. A. Orchestra, Dr. Newell Dwight Hillis, Preacher and Lecturer; Frederick Paulding, the Shakespeare man, and Judge George D. Alden.

GOVERNMENT.

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students, when enrolling, pledge themselves to obey the regulation of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

Departments and Courses

I. **LIBERAL ARTS COLLEGE,** Degree A. B.

II. **ACADEMY**—The course is four years and prepares for the Normal School, College or University. Certified by the Indiana State Board of Education.

III. **NORMAL SCHOOL.**

1. Course of twelve weeks for teachers of Class "A."
2. Course of Twenty-four weeks for teachers of Class "B."
3. Course of three years for teachers of Class "C."
4. Normal English course.
5. Courses equivalent of Ohio Professional courses.

IV. **BIBLE.**

1. Sunday School Normal course.
2. Arts Seminary course.

V. **MUSIC.**

1. Two years' certificate course.
2. Two years' vocal teachers' course.
3. Two years' piano teachers' course.
4. Diploma course (four years) in voice or piano.

VI. **BUSINESS COLLEGE.**

1. Commercial course (36 weeks) with certificate.
2. Commercial teachers' course (72) weeks) confers the degree Bachelor of Commercial Science.
3. Shorthand and typewriting course (36) weeks) with certificate.
4. Professional Penmanship.

VII. **ART.**

VIII **EXPRESSION.**

IX. **PHYSICAL CULTURE.**

X. **AGRICULTURE.**

XI. **MANUAL TRAINING.**

XII. **DOMESTIC SCIENCE.**

Liberal Arts College

REQUIREMENTS FOR ADMISSION.

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English, three years (units); Mathematics, three years; Foreign Language, three years; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subjects in which they are deficient. If they pursue the college course, these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING.

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES.

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following conditions: I. The student must have spent at least one year of residence work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject, and it must show that the student has done careful thinking and research work.

Honorary degrees are seldom given.

REQUIREMENTS FOR GRADUATION.

1. For graduation from the College Course 192 "hours" credit are required. Of these, one-half are prescribed.
2. The College year is divided into three terms of twelve weeks each. Fifteen to seventeen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.
3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES.

Languages, thirty hours; History and Social Science, fifteen hours; English Literature and Composition, fifteen hours; Mathematics, ten hours; Science, fifteen hours; Bible, eight hours; Thesis, three hours.

MAJOR WORK.

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES.

Besides the prescribed studies and the major work, stuedtns must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the President and teachers of the departments will advise the students as to best order. The Freshman student should take the following courses: English 1, some Language study and mathematics or science.

No student will be allowed to enroll for more than seventeen hours' work without consent of the faculty, and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES.

Students of junior and senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only. Courses designated for "Advanced Students and Graduates" will not ordinarily be open to Freshmen and Sophomores.

THESIS.

During the senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular class work. More credit may be given if the character and amount of the work merit it.

Description of Courses

PHILOSOPHY AND RELIGION.

President Winger
Professor Sandifur.

1. Psychology—The department offers three terms of Psychology. The work begins with a study of the simple processes of the mind. More specific problems are then taken up. The relation of Psychology to other branches of study, especially to Pedagogy. A comparative study of standard treatises and of current literature on the subject. Daily, three terms.

2. Logic—Terms, propositions, concepts, judgments, and fallacies will be given careful attention. Both inductive and deductive reasoning will be studied. Text-book with practical exercises. Three hours. Fall term.

3. Ethics—It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the principles of Christian ethics to practical problems. Three hours, Winter term.

4. Aesthetics—The definition, forms and standards of beauty will be studied. The relation of this subject to Psychology and Ethics will be noted. Open only to those who have had courses 1 and 3. Three hours, Spring term.

For Advanced Students and Graduates.

5. Bible Doctrines—The aim of this course is to give to students who have had a survey of Biblical Literature a systematic study of the fundamental truths and doctrines of the Bible. Courses 1, 2, 3, and 4 of the Bible Department are pre-requisites. Two hours, three terms.

6. Introduction to Philosophy—The aim of this course is to acquaint the student with some of the prominent and interesting topics of Philosophy. The work of the year is divided into three parts: (1) Fall term. A brief survey is made of the History of Philosophy. (2). Winter term. A study will be made of the principal problems of metaphysics. (3). Spring term. The doctrine of theism and the positive claim of Christianity as the supernatural and final religion. Course 1 pre-requisite. Three hours, three terms.

7. Studies in Religion—The aim of this course is to give advanced students a comprehensive view of religion and its effect upon the world. The work of the year is divided into three parts: (a) Fall term. A brief survey of the history of the great religious system of the world. (b) Winter term. A study of the fundamental principles of religion in relation to psychology and philosophy. (c) A study of religious views as expressed in the writings of some of the world's greatest literature. Courses 1 and 3 are pre-requisites. Two hours, three terms.

8. Research work—The aim of this work is to aid advanced students in Philosophy in investigating special problems. Some of the great philosophical classics will be studied.

MATHEMATICS

Professor Ikenberry
Professor Leckrone

1. **College Algebra.**—This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binomial theorem, partial fractions, permutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

2. **Trigonometry**—The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are thoroughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

3. **Analytic Geometry**—The work deals principally with Analytic Geometry of two dimensions. The elementary properties of the straight line, circle, and conics are discussed with a view to advanced work in mechanics and advanced work in general. Spring term, daily.

4. **Differential Calculus**—This course includes the differentiation of algebraic and transcendental functions, the dedevelopment of continuous functions, evolution of illusory forms, determination of maxima and minima, and application to the theory of curves. One-half year, daily.

5. **Integral Calculus**—The work embraces forms, the elementary transformations, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical applications. One-half year, daily.

6. **Advanced Analytical Geometry**—In this course attention is given to the fundamental principles of analytical geometry. The work includes the discussion of the general equation of the second degree in two variables and in three variables, and a study of some of the more important transformations with applications. One term, daily.

7. **Advanced Calculus**—A study of infinite series, the general theorems of Taylor, Maclaurin and Euler with geometrical applications, general methods of integration, definite integrals of curves, surfaces and volumes, with numerous applications to physical and mechanical problems. Two terms, daily.

8. **Differential Equations**—This course embraces the study of the theory or ordinary and partial differential equations, ultaneous equations, and ordinary and partial differential equations of higher orders. One term, daily.

9. **Advanced Algebra**—A course including complex numbers, determinants and elemetary theory of equations. One term.

10. **Theory of Equations**—Open only to students who have completed courses 4 and 5. One term.

Collateral Courses

11. Surveying—By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

12. Mathematical Astronomy—A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determination of longitude, the recurrence of eclipses, and perturbations. One term, daily.

13. History of Mathematics—A course of reading designed to give the student some knowledge of the history and development of mathematics. One hour a week for one term.

14. Teaching of Mathematics—A course dealing with the nature of arithmetic, algebra and geometry. Special attention to present methods of teaching high school mathematics. Two hours, one term.

BIBLE.

Professor Blough.

1. Bible History—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. Reference in Psalms, Wisdom Literature and Prophecy that throw light on historical conditions will be studied. Four hours for three terms.

2. Life and Teachings of Jesus—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. The Acts and the Apostolic Age—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the understanding of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. New Testament Epistles—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

5. Epistle to Hebrews—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to those ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

8. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **New Testament Greek**—This course presupposes a year's work in Classical Greek. Careful attention will be given to important principles of Greek syntax. Rapid readings from some of the easier portions of the New Testament will be followed by more careful exegetical work. Two hours for three terms.

HISTORY.

Professor Schwalm

Professor Winger

The aim of this department is to give courses both for the general student and for those intending to major in history. For the latter it is desirable that they place special emphasis upon some one of the many fields of history. To this end special courses dealing intensively with Modern European History have been arranged. Courses are offered giving a general knowledge of other fields and periods. The special student should not only know these, but should also know some special period well. Students majoring in history should also take fifteen hours in the department of Social and Political Science. In all history work in addition to the text-book, there will be lectures, collateral readings, reports and map-drawing.

General Courses

1. **Bible History**—A historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course 1, in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **American History**—A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and turning points. Recitations, maps and assigned readings. Five hours, two terms.

3. Greek History to Roman Conquest—A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, art, literature, philosophy and religion. Daily, one term.

4. Roman History to the Fall of the Empire. .While the political and military history is covered, special emphasis is placed upon the constitutional development, social and economical problems, Roman law, and the causes of the downfall. Daily, one term.

5. Mediaeval History—A survey of the changing events of the Mediaeval era. Thatcher and Schwill's Mediaeval Europe. Daily, one term.

6. Modern Europe—A course intended to interest the general student in the growth of modern nations and the interesting events of the present century. Daily, one term.

For Advanced Students and Graduates

7. Church History—This course will give the student a connected view of the History of the Christian Church from the Apostolic Age to the present. The third term deals more particularly with the history of missions. Three hours, three terms.

8. History of England—A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, reports on assigned readings, maps. Three hours, three terms.

9. Development of Modern Europe—This is an intensive course dealing with all of the important periods of Modern European History. The work of the year is divided into three parts as follows: Fall term, the Renaissance and the Reformation; Winter term, Europe and the Enlightened Despots; Spring term, Europe and the Nineteenth Century. Daily, three terms.

10. Research—Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's ability to do careful research work, as well as to gain a greater insight into the real conditions of certain periods. The amount of credit given will depend upon the amount and character of the work done.

11. Teaching of History—A course for advanced students who expect to teach history in the High Schools. Planning of lessons and the teaching of those lessons to High School students under the direction of the professor in charge. At hours to be arranged.

POLITICAL AND SOCIAL SCIENCE.

Professor Schwalm

Professor Sandifur

1. Domestic Institutions—The family as a social unit. Such questions as marriage, homelife and divorce will be considered. Two hours, one term.

2. **Country Life Movement**—This course aims to present the great possibilities of life in the country. The country church will be a special object of study. Two hours, one term.

3. **City Problems**—A course designed to acquaint the student with the conditions and problems of the large cities. Two hours, one term.

For Advanced Students

4. **Descriptive Sociology**—This course will embrace a study of the laws underlying the structure of human society and a brief survey of its historical development. Current theories and the conditions of existing society will be constantly noted. Three hours, one term.

5. **Social Pathology**—A general introduction to the study of degenerate classes. The problems of intemperance, pauperism and crime will be given special attention. Three hours, one term.

6. **Social Psychology**—A survey of the literature and problems of social consciousness. Lectures and discussions of assigned readings. Three hours, one term.

7. **The American Commonwealth**—This will be a thorough study of the principles and operations of the American government. The constitution of the United States will be carefully analyzed and the constitutional and political history of the country reviewed. Party problems and policies; state, city and local government will be investigated. Five hours, one term.

8. **Political Science**—A study will be made of the nature, origin, forms and functions of the state. A comprehensive study of governments, both past and present, will be made to show how general principles are applied. Questions of international law will be noted. One term, daily.

DEPARTMENT OF ENGLISH.

Professor Willkie
Miss Murray

All students who graduate from the college will be required to complete course 1, or its equivalent. Course one is given every year. Some of the other courses alternate, determined by the demands and needs of the students. At least forty-five hours from these courses will be given each year.

1. **Introduction to Literature and Composition**—The aim of this course is twofold. (a) To give the College Freshman an historical survey of English and American Literature. Representative classics from the different literary periods will be read rapidly. Special efforts will be made to show how these classics reflect the lives and characters of the authors, and the spirit and ideals of the age. (b) To develop the power to write correctly and effectively. Essays of the most skillful prose writers will be studied, and the style and diction carefully noted. Daily throughout the year.

2. **Shakespeare and Dramatic Literature**—A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction**—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Chief American Poets**—Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, one term.

For Advanced Students and Graduates

5. **Early English Poetry**—A study of the work of Chaucer, Spenser and Milton. Three hours, one term.

6. **Eighteenth Century Literature**—Selections from Addison, Pope, Johnson, Goldsmith and others. Three hours, one term.

7. **Literary Criticism**—A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Three hours, one term.

8. **Advanced Composition**—A course for students who are prepared for advanced work in English Composition. Special attention will be given to the subject matter of theme and the logical arrangement. Two hours, three terms.

9. **Anglo-Saxon**—This course is designated as an introduction to the study of English Philology and the History of the English language. Two terms will be given to the grammar and one term to easy prose readings, with enough poetry to get a working knowledge of Old English metrical art. Two hours, three terms.

10. **Nineteenth Century Poetry**—A critical and interpretive study of masterpieces from Wordsworth, Tennyson and Browning. Daily, one term.

11. **Nineteenth Century Prose**—The reading and careful study of selections from the works of such great prose writers as Macauley, Carlyle, Neman, Emerson and others. Lectures and reports. Daily, one term.

12. **Teaching High School English**—This course is interesting for seniors who are preparing to teach English Literature and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study and special problems involved in the teaching of the subject will be given careful attention. Three hours, one term.

13. **Research Work**—The study of special problems and subjects will be taken up. Courses of study will be outlined for students to pursue. The amount of credit given will depend upon the amount and character of the work finished.

MODERN LANGUAGES.

Professor Willkie
Mr. Leonard

1. **Elementary French**—Nouveran Cours "Francais Fontaine." Drill in pronunciation, conversation and rapid reading. Daily throughout the year.

2. **Elementary German**—German Grammar, reading of easy prose with practice in conversation and writing German. Daily throughout the year.

3. **Sophomore German**—Freytag's "Die Journalistem" or Baumbach's "Der Schwiegersohn," Schiller's "Wilhelm Tell" or "Jungfrau von Orleans." Lessing's "Minna von Barnhelm." Selected lyrics, prose composition, practice in conversation. Daily, throughout the year. Presupposes course 1.

For Advanced Students and Graduates

4. **Modern and Classical** Drama—Dramas and prose works of the following authors will be read: Schiller, Goethe, Grillparyer, von Kleist and Sundermann. History of German Literature. Prose Composition. Daily, throughout the year. Presupposes course 2.

5. **Faust**—History of the Faust Legend. Interpretation and Critical reading of both parts. Three hours per week, throughout the year. Presupposes course 3.

6. **Advanced Composition**—Two hours per week, throughout the year.

ANCIENT LANGUAGES.

Professor Leckrone.

Courses in Greek.

1. **Elementary Greek**—The elements of Greek as found in any beginner's book. Special emphasis on forms. Drill and practice in easy sight reading and composition. Three hours, throughout the year.

2. **New Testament Greek**—Different books of the New Testament will be read. Careful attention to moods and ten and to constructions as they affect th six terms

ERRATA

By mistake in setting type course 3 in Greek and course 1 in tin appear in the catalogue incorrect and should read as llows:

3. **Homer Illiad and Odyssey**—Selected books of each. Given only when sufficient number of students desire it.)

COURSES IN LATIN

1. **Sallust, Cicero and Livy**—Sallust, Catiline's Conspiracy; Cicero, DeAmicitia or De Senectute; Livy, Books 21 and 22 and selections. A study of style and constructions. Collateral reading and reports. Three hours throughout the year.

2. Shakespeare and Dramatic Literature—A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. Prose Fiction—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. Chief American Poets—Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, one term.

For Advanced Students and Graduates

5. Early English Poetry—A study of the work of Chaucer, Spenser and Milton. Three hours, one term.

6. Eighteenth Century Literature—Selections from Addison, Pope, Johnson, Goldsmith and others. Three hours, one term.

7. Literary Criticism—A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Three hours, one term.

8. Advanced Composition—A course for students who are prepared for advanced work in English Composition. Special attention will be given to the subject matter of theme and the logical arrangement. Two hours, three terms.

9. Anglo-Saxon—This course is designated as an introduction to the study of English Philology and the History of the English language. Two terms will be given to the grammar and one term to easy prose readings, with enough poetry to get a working knowledge of Old English metrical art. Two hours, three terms.

10. Nineteenth Century Poetry—A critical and interpretive study of masterpieces from Wordsworth, Tennyson and Browning. Daily, one term.

11. Nineteenth Century Prose—The reading and careful study of selections from the works of such great prose writers as Macauley, Carlyle, Neman, Emerson and others. Lec- [illegible] Daily, one term.

[illegible] **English**—This course is inter- [illegible] Liter-

MODERN LANGUAGES.

Professor Willkie
Mr. Leonard

1. **Elementary French**—Nouveran Cours "Francais Fontaine." Drill in pronunciation, conversation and rapid reading. Daily throughout the year.

2. **Elementary German**—German Grammar, reading of easy prose with practice in conversation and writing German. Daily throughout the year.

3. **Sophomore German**—Freytag's "Die Journalistem" or Baumbach's "Der Schwiegersohn," Schiller's "Wilhelm Tell" or "Jungfrau von Orleans." Lessing's "Minna von Barnhelm." Selected lyrics, prose composition, practice in conversation. Daily, throughout the year. Presupposes course 1.

For Advanced Students and Graduates

4. **Modern and Classical** Drama—Dramas and prose works of the following authors will be read: Schiller, Goethe, Grillparyer, von Kleist and Sundermann. History of German Literature. Prose Composition. Daily, throughout the year. Presupposes course 2.

5. **Faust**—History of the Faust Legend. Interpretation and Critical reading of both parts. Three hours per week, throughout the year. Presupposes course 3.

6. **Advanced Composition**—Two hours per week, throughout the year.

ANCIENT LANGUAGES.

Professor Leckrone.

Courses in Greek.

1. **Elementary Greek**—The elements of Greek as found in any beginner's book. Special emphasis on forms. Drill and practice in easy sight reading and composition. Three hours, throughout the year.

2. **New Testament Greek**—Different books of the New Testament will be read. Careful attention to moods and tenses and to constructions as they affect the meaning. Two hours, six terms.

3. **Homer: Iliad and Livy**—Sallust, Catiline's Conspiracy; Cicero, DeAmicitia or DeSenectute; Livy, Books 21 and 22 and selections. A study of style and constructions. Collateral reading and reports. Three hours throughout the year.

COURSES IN LATIN

1. **Sallust, Cicero and Livy**—Sallust, Catiline's Conspiracy; ber of odes and epodes; Tacitus, Germania and Agricola;

of the subject. Laboratory work and recitations. Practice in analysis. One recitation and four laboratory periods per week. One term.

2. **Private life of the Romans**—Recitations, lectures and reports. Johnson's "The Private Life of the Romans." One hour throughout the year.

3. **Compositions**—Translation in Latin of single sentences and connected discourse. A review of syntax. One hour throughout the year.

4. **Horace, Tacticus and Terence**—Horace, a selected number of odes and episodes; Tacitus, Germania and Agricola; Terence, Phormio. The meters and their uses. Careful study of style. Three hours throughout the year.

5. **Latin Grammar**—A general survey with emphasis upon syntax and some unusual constructions. One hour throughout the year.

6. **History of Latin Literature**—Recitations, lectures and reports. One hour throughout the year.

7. **Teaching of Latin in Secondary Schools**—A study of the best methods of teaching the subject. Practice teaching. One hour.

CHEMISTRY.

Professor Kintner.

1. **General Chemistry**—A general course in the non-metals and metals. Attention is given to the theoretical development o fthe subject. Laboratory work and recitations. Practice in qualitative analysis. Daily three terms.

2. **Qualitative Analysis**—A course in the separation and identification of the common compounds. Dry and"wet-way" analysis. One recitation and four laboratory periods (double) per week. One term.

3. **Quantitative Analysis**—A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is a prerequisite. Daily, two terms.

4. **Inorganic Preparations**—A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3 a prerequisite. Daily, one term.

5. **Physical Chemistry**—A general course in Physical and Theoretical Chemistry. Course 3 a prerequisite. Daily, two terms.

6. **Organic Chemistry**—A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Daily, three terms.

BIOLOGY.

Professor Sollenberger Professor Kintner

1. **General Biology**—A study of the forms, organs, reactions, and relations of typical plants and animals. Laboratory and field work. Daily, three terms.

2. **Physiology**—A course in general physiology, consisting of class-room recitations supplemented by laboratory exercises and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily one term.

3. **Plant Physiology**—A study of the behavior of plants, and of the ways in which they are affected by various agents. One term.

4. **Ecology**—The relation of plants to each other, to the soil and to the climate. Course 3 a prerequisite. Daily, two terms.

5. **Genetics**—Some of the facts and theories developed by recent experiments and research. Daily, one term.

.6 **Plant Pathology**—A course in plant diseases. Recitations, field and laboratory work. One term.

7. **Vegetable Histology**—A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

8. **Dendrology**—Trees and shrubs. Practice in identification in both winter and summer condition. A dendriological herbarium is required. One term.

OTHER SCIENCES.

Professor Kintner Professor Ikenberry

The institution as yet is not equipped to give extended courses in other sciences than Chemistry and Biology. The following courses are designed for the general culture of the student and for supplementary work for those majoring in Chemistry and Biology.

1. **General Physics**—A practical and theoretical course in Mechanics, Sound, Heat, Light, Electricity, and Magnetism. Two days each week are devoted to laboratory work, and three periods a week are given to the theoretical development of the subject. Daily three terms.

2. **Geology**—Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

3. **Astronomy**—A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

ECONOMICS AND COMMERCIAL.

Professor Stine.

1. Economics—The aim of this course will be to study not merely the fundamental principles of the science, but also something of their practical application to existing conditions, especially in the United States. Daily, one term.

2. Money and Banking—A study of the history of money, the various kinds, their use and effect. Banking, its orign, growth and influence on American History; also a study of the banking systems of foreign countries. Daily, one term. Prerequisite course 1.

3. Labor Problems—A study of trade unions, arbitration, wages, profit sharing employers' associations, government regulation, etc. Daily, one-half term.

4. Public Finance—An elementary survey of the whole field of public finance and taxation. The principles of public expenditure and revenue will be considered. Daily, one-half term. Prerequisites course 1.

5. Principles of Accounting—The aim of this course is to give the student a thorough education in the fundamental principles of accounting. The work is thoroughly practical and arranged to meet the needs of those who desire information on business organizations, management, forms, etc. Daily, one term.

6. The Theory and Practice of Accounting—The application of principles already learned to special sets and business such as corporation, wholesale, banking, commission, etc. A good survey of the field of Accountancy and such that will enable any who takes it to devise systems to suit their own needs. Prerequisite course 5. Daily, two terms.

7. Advanced Accounting—Advanced forms of Trading Profit and Loss Statements, Balance Sheets, Statements of Non-Trading concerns, Controlling Accounts, Amalgamation of Corporations, Cost Accounting, Designing columnar books. Branch office accounts, etc., are given especial attention. The legal side of a number of terms are then taken up among which are found Goodwill, Depreciation, Reserves, Sinking Fund, Trading and Income Accounts, etc. Prerequisite courses 5 and 6. Daily, two terms.

8. Auditing and Cost Accounting—The duties and qualifications of an auditor, scope of his work, reports, etc. C. P. A. questions and answers are studied. An analysis is made of Certified Public Accountant's Reports and Statements, and special emphasis given to Cost Accounting. A certain amount of practical work is required of those taken this course. Prerequisite course 7. Daily, one term.

9. Commercial Law—A thorough study of commercial law as applied to business transactions. Special emphasis is given to the study of Contracts and Commercial Paper; also Agency, Bailments, Sales of Personal and Real Property, Partnerships, Corporations, Mortgages and Liens, Wills, etc. Daily, one term.

10. Corporation Law—A thorough course in the rules of corporation, with a discussion of the broader principles governing it. The methods of formation, its management, right of members, dissolution and consolidation are some of the principles studied. Daily, one-half term.

11. Law of Real Estate—What constitutes real property, how it can be held, methods of conveyance and right acquired, and the relationshp existing between landlord and tenant. Prerequisite course 9. Daily one-half term.

12. Commercial Correspondence—The letter is the great business builder of the present decade. The aim of this course is to supply details on correct forms, usages, postal information, etc., and to instruct how to write business letters that are full of life, and are clear and strong in their appeal to the reader. Daily, one-half term.

13. Business Organization and Management—A study of all phases of organization and management. Practical ideas of executive and administrative efficiency in all departments of business. "Efficiency Methods" and "Scientific Management" are treated Daily, one-half term.

14. Farm Accounting—A practical course for every prospective farmer. All of the fundamental principles of bookkeeping are taught in such a manner as to appeal to those interested in agriculture. One term daily.

ORATORY AND EXPRESSION.

Professor Stutsman
Professor Schwalm

1. Advanced Expression—A course for those who have had the elementary course in expression. It includes Bible and Hymn reading, Repertoire, Development of Expression and Fundamentals. The class meets daily throughout the year. College credit of three hours a term will be given.

2. Public Speaking—A study will be made of the principles of public speaking. Masterpices of oratory will be rendered. Preparation and delivery of original speeches. Special attention will be given to volume and power of voice and to proper bodily expression. Two hours, three terms.

3. Debating—A special study of the principals of argumentation. Students will prepare briefs, take leading parts in debates and practice extemporaneous speaking. Two hours, three terms.

4. Literary Practice—The College Literary Society, the Majestica, affords excellent opportunities for literary practice. College students who are active members of this society are faithful in the performance of their duties will be allowed one-half hour credit on the college course for each term they remain active members.

5. Physical Culture—Practice two hours a week at hours to be arranged. Two hours credit will be given to those who take the year's work.

MUSIC.

Professor Stahley

1. History of Music—A study of both ancient and modern musical history. The biographies of the great musicians are reproduced by the student. One hour, three terms.

2. Harmony—The elements of music, chord formation, scales, etc. Composition of music for songs required. One hour, three terms.

3. Advanced Chorus—This course is open to those who have a general knowledge of the rudiments of music. Chorus practice, anthems and cantatas. Each year some great oratorio is rendered by the class. Two hours throughout the year. Those who take the work the entire year will be allowed three hours college credit.

EDUCATION.

Professor Sandifur

Miss Shively

1. Principles of Education—A study of the need and processes of education as they are being determined by the needs and nature of the child. One term daily.

2. Educational Psychology—This course will consist of a detailed study of the subject matter of Psychology, and its relation to other branches. Special psychological and pedagogical principles are worked out. Special attention to child psychology. Some psychological experiments will be worked out which will lead the student to investigate principles for himself. Daily three terms.

3. General Method—The general idea as applied to the teaching process is considered. The principles of school management in general are studied. One term daily.

4. Special Methods—Methods as applied to a few of the common school subjects. The organization of the subject matter, examination of text books, aids and devices. One term daily.

5. Observation and Practice Teaching—Facilities are ample for observation and practice teaching in both common school and high school branches. Two terms work offered.

6. Special High School Methods—A number of departments are offering courses dealing with the teaching of those high school subjects. The student is referred to the different departments to find the description of these courses.

7. School Organization and School Laws—A study of the laws and priciples that control the organization and management of schools. Special study will be made of the school laws of Indiana and Ohio for the benefit of students in these states. One term daily.

8. History of Education—This course traces the intellectual development of the human race from Oriental Nations, through Greece, Rome and the Mediaeval ages down to the present. Special attention to the work of great educators. Two terms.

9. Modern School Systems—A study of the various school systems of Europe and America. One term.

10. Special Problems—Research work will be offered to advanced students majoring in education. The nature and amount will be determined in consultation with the professor in charge.

VOCATIONAL EDUCATION

There is a persistent demand today that the schools and colleges bring their courses of study more in harmony with the everyday life and practical needs of the people. Such subjects as Agriculture, Industrial Arts and Household Economics are finding a permanent place in the curricula along with the time-honored classical subjects. Indiana, Ohio and other states have placed these subjects in both the elementary and high schools. Manchester college gives this training both to students and prospective teachers.

AGRICULTURE.

Professor Kintner

The aim of this department is to give some aid in solving intelligently the questions and problems that come to the practical farmer. The college is not yet equipped to give a large number of courses in agriculture. It is the aim to do well what is done and add other courses as they can be handled. A Science and Agriculture Hall is now being erected, which will greatly increase the possibilities of this work. A few acres have recently been purchased for horticulture. As soon as possible a farm will be secured whereon more extensive problems can be worked out.

The following courses are now being given:

1. Soils—A study of soil formation; water movement and control, drainage; soil organisms; manures and fertilizers. The laboratory work consists of numerous experiments on the

Physical properties of soils. Filed experiments are carried on whenever weather conditions permit. During the spring and summer plot tests are carried on—much of the laboratory work being done under actual field conditions. Emphasis placed upon practical problems. The text book is supplemented by other texts, bulletins and reports. Outside reading required. Daily throughout the year.

2. **Horticulture**—A systematic study of the principles of fruit growing and gardening, both for home and market. The subject will not merely be studied from text books, but from the practical side as shown in surrounding farms and college gardens. Such topics as the preparation of seed beds; hot beds and cold frames; pruning, propogating; plant diseases and insect pests; spraying for the control of insect and fungus enemies; havesting and marketing. Practice in grafting, pruning, and greenhouse work will be required. In the spring and summer considerable attention will be given to gardening and field work, the student being required to work out some definite problem in connection with his study. Daily throughout the year.

3. **Teaching of Agriculture**—This course is especially designed for teachers in the public schools who cannot take a full year's work. It does not aim to give a lot of academic knowledge, but to lead the teacher to see the proper method of the subject, to give him the practice in working out a few problems right, and to give him an insight and inspiration that will help him to work out other problems and to give help and inspiration to his students.

HOME ECONOMICS

Professor Ziegner.

The aim of this department is to meet the needs of both those who wish to study the general principles and art of home making and those who desire to teach.

It consists of two general divisions: Domestic Science and Domestic Art. Each course is designed to give the student a workable knowledge of the subject.

In addition to the work outlined, instruction will be given in Household Management and Accounts, Bacteriology, Home Sanitation, Planning and Serving of Meals.

As much as fifteen hours of the following courses may be counted toward graduation from the College of Liberal Arts:

1. **Food and Elementary Cooking**—This course is planned on the basis of food principles. Foods are considered as to their origin, chemical composition and digestibility. Foods will be cooked in the laboratory and experiments will be made which illustrate the scientific points connected with their cooking. Recitations, lectures, assigned readings and reports Three terms.

2. **Advanced Cooking**—In this course there will be lectures on where and how to select the best grades of vegetables. Laboratory work will include canning and preserving of fruits. Invalid cooking will be given special attention. The kinds of foods and the method of preparing them for patients of different ailments. Three terms.

3. **Houshold Chemistry**—This course is designed primarily for those taking work in Domestic Science and aims to give a maximum of the applications of chemistry to home life with just enough of the theory of chemistry to enable the student to understand some of its fundamental principles. Two hours per week, throughout the year.

4. **Textiles and Sewing**—The work of this year is divided into three terms as follows: (a) This deals with hand processes used in the development of seams, bands, plackets, patches, darns, art needlework, etc, Textiles are presented from the point of view of the purchaser. Manufacturing processes, simple tests of durability and economy. (b) The making of simple undergarments from patterns drafted by the student to fit each individual. (c) Fundamental principles of garment making. Textile fabrics are considered in relation to value and purpose. Market fabrics in cotton, linen, woolen and silk are identified and graded by each student.

5. **Advanced Sewing**—The object is to develop good taste, ability to judge appropriate color and design; skill in fitting and a better knowledge of good lines in dressmaking. A study of the Customer's League and related topics. Study of ready-made clothing; planning wardrobes within a certain sum. Art needlework. Three terms.

6. **Teaching of Home Economics**—Courses will be given during the spring and summer with the special view of preparing teachers for their work in grades and high schools.

There will be lectures in foods, and laboratory work to illustrate the scientific points connected with their cooking. Discussions concerning the teaching of cooking in the grades.

Methods of teaching sewing with illustrations in hand sewing and machine work suitable for use in the grades. Textile tests, outside reading and reports. Laboratory instructions in the cutting and making of models and garments.

A study will be made of the fundamental principles underlying the planning and furnishing of a home. Lessons on personal hygiene and how to care for the sick and the sick-room. One hour each week will be devoted to methods of teaching Home Economics in the grades from the standpoint of equipment used and courses of study.

INDUSTRIAL ARTS

Mr. Keever.

1. **Manual Training**—A course in benchwork, teaching the student to handle and care for tools, the principles of joinery, with simple exercises illustrating these fundamental principles. Then follows more advanced exercises and elementary cabinet work. Problems and exercises in design, construction and finishing. Double periods three times a week throughout the year.

2. **Mechanical Drawing**—Students who take Manual Training should take this course. The fundamental principles of the subject will be taught. Sketches, drawings and plans of the proposed articles of construction will be made. Two hours, one term.

3. **Industrial History**—A study of the development of tools and industries; present industrial conditions and the relation of these conditions to educational work. Two hourse, one term.

4. **Teaching of Industrial Arts**—A course that attempts to show what the teacher of the subject can best do for his students and how to do it. Two hours, one term.

5. **Elementary Handiwork**—Paper cutting, weaving in bogus paper, raffia work, and basketry. Double periods twice a week for one term.

Normal School

Manchester College maintains a Normal School that has gained wide recognition in Indiana, Ohio and other states.

When the new regulations were made in Indiana in 1907 concerning the training of teachers for the public schools, Manchester College was at once recognized by the Indiana State Board of Education as an institution worthy to give teachers this training. It was accredited for classes "A" and "B" on June 21, 1907, and on April 9, 1909, it was placed in class "C." This last acquirement gave her the privilege of doing three years of normal work and preparing teachers for the highest class in the public school. Each year since then a committee from the State Board of Education has visited the school, and, on its recommendation, the institution has been re-accredited.

PROFESSIONAL COURSES OF STUDY

(Required by the Indiana State Board of Education.)

IN NORMAL DEPARTMENTS.

Course for "Class A."

(Twelve Weeks)

(a) One period a day in any one of the following subjects: Methods I, Observation, Educational Psychology I, History of Education I, Child Study.

(b) One period a day must be given to the study from the teacher's standpoint of some one of the common school subjects.

(c) One period a day must be given to the study from the teacher's point of view of one of the advanced subjects.

(d) The fourth subject may be elected from B or C, or it may be a vocational subject such as Agriculture, Manual Training or Domestic Science.

Course for "Class B."

(Twenty-four Weeks.)

(a) Same regulation and subjects as in Class A, with no duplication of work.

(b) Same regulations as in Class A, with no duplication of work done in that class.

(c) Same as in Class A.

(d) Same as in Class A.

"Class C."

The requirement that a teacher of the third class "shall be a graduate of a school maintaining a professional course for the training of teachers, or its equivalent," shall be construed to mean that such teacher shall have completed a course of not less than three years above that required for graduation from a commissioned high school, at least one-fourth of which shall be of a strictly professional or pedagogical character, and in which the remaining subjects shall be studied and taught of a standard college or university which maintains a professional college or university less than three years, accredited by the State Teachers' Training Board, at least one-fourth of whose work shall have been in such department, may, upon complying with the other requirements of the law, be admitted to "Class C."

COURSE FOR "CLASS C."

(Three Years.)

Required Subjects.

Arithmetic	Twenty-four weeks
English Grammar	Twenty-four weeks
Composition	Twelve weeks
U. S. History and Civil Government	Twenty-four weeks
Physiology and Hygiene	Twenty-four weeks
Oral Reading and Literature	Twenty-four weeks
Geography	Twenty-four weeks
Penmanship	Twelve weeks
Educational Psychology, with special reference to grade work	Thirty-six weeks
Principles and Methods of Teaching	Twenty-four weeks
Observation and Practice in Training Schools	Twenty-four weeks
School Organization and Administration	Twelve weeks
History of Education	Twelve weeks
Manual Training and Domestic Science	Twelve weeks
Vocal Music	Twelve weeks
Drawing	Twelve weeks
Nature Study	Twelve weeks
Physical Culture	Twelve weeks

Elective Subjects.

Latin	3 years
German	3 years
Algebra	1 year
Geometery	1 year
Trigonometry and Analytical Geometry	1 year
Physics	1 year
Chemistry	2 years
Botany	2 years
Zoology	2 years
English and American Literature	2 years
History	2 years

CLASSES AND LICENSES IN INDIANA.

1. A teacher who has completed Class A work is eligible for a twelve months' license. No higher grade license may be issued to a teacher of this class. The teacher may remain in this class indefinitely. He can not pass out of it until he takes Class B work, has at least one year of experience, and makes a grade for a twenty-four months' license.

2. A teacher who has completed Class B work and has had one year's experience is eligible for a twenty-four months' license, and no higher grade license may be issued to a teacher of this class. A teacher can not pass out of Class B until he completes Class C professional work, has at least three years' experience, and makes a grade for a thirty-six months' license.
3 .A teacher who has completed Class C work and who has had three years' experience is eligible to a thirtysix months' license.

NORMAL ENGLISH COURSE.

1. This course is designed to encourage high school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this should be the minimum preparation for so important work.

2. The completion of a high school course or its equivalent is a prerequisite for taking this course.

3. Those preparing to teach in Indiana will take each term one professional subject, one advanced subject, and one of the common school subjects taught from the teacher's point of view. The fourth subject may be either a common school, or an advanced subject. Additional work may be from some of the following: Vocal music, penmanship, drawing, manual training or domestic science. These students will be granted the "A" and "B" certificates.

4. The professional subjects are those outlined in the Department of Education in the College. The higher branches are the elective subjects in the course for Class "C." The common branches are as follows: Arithmetic, grammar and composition, United States history and civics, physiology and hygiene, oral reading and literature, geography, agriculture, manual training, domestic science and nature study.

5. Those preparing to teach in Ohio must take one-half of their work in professional subjects as follows Practice teaching and observation o fteaching; psychology; primary methods, special methods and general methods; history of education or principles of education; school organization, course of study and school law. The other half of the work is to be taken from common school subjects taught from the teachers' point of view.

~~ADVANCED SUBJECTS~~

6. Those who complete this course satisfactorily will be awarded a diploma, and the B. E. degree.

SPECIAL COURSES

Those who do not desire to finish any of the above courses, but who desire instruction in special subjects, may enter any class for which they may have sufficient preparation. Students from other states who want special work can secure a course to their liking.

OHIO NORMAL REQUIREMENTS.

Manchester College has always taken deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. This institution desires to meet all of the requirements of the state so that it may be in position to serve its constituency well.

The attitude of Ohio towards institutions outside the state is shown in section 20 of the regulations for the certification of teachers. It reads as follows: Institutions outside of Ohio will, for the most part, not be visited and listed by this department as approved schools. But after the school year 1914-1915 the cases of graduates from these schools will be considered and passed on individually, and if the applicant has the amount and sort of credit required and if the institution is accredited for the training of teachers by the state in which it is situated, the certificates may be issued.

In a personal letter to this institution from the state department, written April 22, 1915, the same attitude is expressed. "We find that it is impossible for us to inspect institutions outside of this state. It is, therefore, the policy of this department to investigate each individual case separately. Each individual who may come from your institution will have his case investigated on application."

This attitude of the department is giving to Manchester College all the advantages accorded to any institution outside the state. Our summer schools for both 1914 and 1915 have been given full recognition. Ohio students who have taken normal work are receiving credit for it by the various school boards.

There are several special courses in which Ohio students are interested. This college aims to provide courses fully equivalent to those demanded in Ohio, and such that the individual student who takes them will have no difficulty in receiving an equivalency.

One year of normal work is outlined under the Normal English course. This work will apply on the two-year course.

The two years' course leading to the provisional certificate demands that the course shall include thirty semester hours (forty-five term hours) of professional studies with a certain minimum in each. These professional subjects are found outlined in the Department of Education in the College. The student will find the courses given in these and the common school subjects sufficient to equal this two years' course.

Those who desire to prepare to obtain the high school provisional certificate should major in the Department of Education in the college. Five hours of Observation and Practice teaching will be required and not less than three hours of each of the following subjects: History of Education; Science of Education or Principles of Education; Methods of Teaching, General and Special; School Oragnization, including School Management, Class Room Management and School Laws, and Psychology. The remainder of the forty-five hours required for graduation may be selected from these subjects or from Sociology, Ethics and Philosophy. Note the summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE.

The College of Liberal Arts, Manchester College, now offers enough work in Education that students who are working for the A. B. degree can take their major work in that department. At least forty-five hours, or nine terms, in this department are required for major work. Another fifteen hours may be taken in the allied subjects of Sociology and Philosophy. The courses offered are described under the College department and are as follows:

Educational Psychology	Thirty-six weeks
Principles of Education	Twelve weeks
General and Special Methods	Twenty-four weeks
Observation and Practice Teaching	Twenty-four weeks
School Administration	Twelve weeks
History of Education	Twenty-four weeks
Modern School Systems	Twelve weeks
Special High School Methods	

COLLEGE TRAINING SCHOOL.

The Training School established on the college grounds has won a reputation for thorough, standard, well organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformly expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where practice teaching may be done. In these three schools there will be ample provision for practical work.

DESCRIPTION OF COURSES.

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Public School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic—This will both give a review of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to every day practical problems of life.

Grammar—The aim of this course is to present the fundamental priciples of English Grammar, not merely as a formal subject, but as a thot subject as well. Methods of teaching the correct use of English in the early grades, and of formal grammar in the later grades, will be emphasized.

Reading—The student will be taught the proper method of expression through getting the thot to be expressed. The best method of teaching beginners will be presented. There will be some study of the best books for children considered.

Geography—This subject will be more than review. It will endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught. The earth as the home of man will be much more interesting when the child sees it as his home. How to present the subject in this way will be made clear.

History and Civics—The fundamental facts of our country's history will be studied. Civic problems will be studied in their proper connection. Present day movements and civic problems will be studied with care. Also the best method whereby the teacher can present the subject in an interesting and helpful manner.

Physiology and Hygiene—These subjects go hand in hand. Physiology too often has been a useless study because the care of the body was not emphasized. This course aims to help the teacher be of help to the child and the home through a proper, skillful presentation of proper facts. Special attention given to problems of sanitation, such as city housing, drainage, water systems, prevention of disease, etc.

Bible Department

There never was perhaps a period in the history of the world in which there has been such a general awakening in Bible study as there has been within the present century. The great aim of the Bible department is to furnish abundant opportunity to students for Bible study, and to give training and inspiration to ministers, missionaries, Sunday School teachers and Christian workers. The ultimate object is the enrichment of the student's own spiritual experience, and his equipment and inspiration for the most efficient Christian service. Courses are planned with a view to the direct study of the Bible, and not merely to study books about the Bible.

This is a day of co-operation and division of labor. Bethany Bible School of Chicago is an institution under the direction of the Church of the Brethren. Its efforts are wholly given to the teaching of the Bible, and training men and women for practical work in the church. Because of its broad course of Bible study, its larger faculty, and its advantages in location for specific work, the Bible department of Manchester College has coordinated her courses with those of Bethany. An arrangement has thus been made and agreed to by the trustees of both institutions whereby the two schools shall work together for certain ends. The Bible work in each school is given credit in the other. It is the aim of this department to give to our students the general and supplementary courses here, and encourage them to take their more advanced work and specific training at Bethany. A more complete statement of the relation of the courses will be made in the following description of courses.

DESCRIPTION OF SUBJECTS.

1. **Bible Geography**—A fair knowledge of Bible lands is necessary to the full understanding of the Bible text. In this course the student becomes acquainted with the land, and learns to identify Bible incidents with the places where they occurred. Four hours for one term.

2. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. References in Psalms, Wisdom Literature and Prophecy that throw light on historical condition will be studied. Four hours for three terms.

3. **Life of Jesus**—In this course the gospel according to Mark is taken as a basis of study. The aim will be to secure a good knowledge of the life of our Savior and to help the beginner to secure a proper method of biblical interpretation. Three hours for one term.

4. Life and Teachings of Jesus—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

5. Acts—The aim of this course is to master the facts of the book and to learn how to make practical applications of Bible truths to every-day life. Three hours for one term.

6. The Acts and the Apostolic Age—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the undertaking of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

7. New Testament Epistles—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

8. Epistles to the Hebrews—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

9. New Testament Church Ordinances—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to these ordinances will be given much attention. Three hours for one term.

10. Psalms and Wisdom Literature—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

11. Doctrine of Prayer—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

12. Doctrine of the Holy Spirit—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

13. Doctrine of Conversion—A study of examples of conversion as found in the Acts. Also the teachings of the New Testament in general on this subject. Two hours for one term.

14. Christian Nurture—The aim of this course is to help Christians to overcome their own difficulties and thus give help and comfort to others. Two hours for one term.

15. Personal Work—Here are set forth the conditions, essential preparation and methods of doing practical Christian work. Two hours for one term.

16. New Testament Greek—This course presupposes a year's work in classical Greek. Careful attention will be given to important principles of Greek syntax, and Greek moods and tenses. Rapid readings from some of the easier portions of the New Testament will be followed by a more careful exegetical work. Two hours for six terms.

17. Church History—The aim is to give the student a connected view of the history of the Christian Church from its beginning to the present day. After a general study of the rise of the chief denominations of today, a more extended study will be made of the rise and history of the Church of the Brethren. Three hours for three terms.

18. Christian Missions—This is the day of Mission. This course aims to give instructions in, and create enthusiasm for, the mission work of the church. A careful study will be made of the teachings of the scriptures pertaining to the missionary work and duties of the church. The missionary work of the church in different ages will be outlined, placing special emphasis on the modern missions movement and the missions of the Church of the Brethren. The principles and methods of present-day missionary activities will be given special attention. Two hours for three terms.

19. Homiletics—The aim is to give students the ability to work out discourses and sermons, using the scripture as their material. The principles of discourse as applied to sermon building will be worked out inductively. Drills in applying these principles to various types of sermons. Two hours, three terms.

20. Bible Doctrines—The aim of this course is to give to students who have had a survey of Biblical Literature a systematic study of the fundamental truths and doctrines of the Bible. Courses 2, 4, 6 and 7 should precede this. Two hours, three terms.

21. Sunday School Pedagogy—In this course the Sunday School teacher learns some of the most important principles of psychology and pedagogy. Practical applications of these principles to the work of Sunday School teaching will be made. Four hours for one term.

22. Sunday School Normal—The book "Training the Teachers" will be used and the student at the close of the term will be expected to take the examination for passing the State Teachers' Training Course.

23. Expression—The aim of this course is to give practical instruction in Oral Reading and help the student interpret and express to others clearly the meaning of the printed pages. Some special attention will be given to Bible and Hymn Readings. Two hours for three terms.

24. Vocal Music—Drills are given in the rudiments of music in connection with Songs, Hymns, Choruses and easy anthems. Two hours for three terms.

DESCRIPTION AND ARRANGEMENT OF COURSES

BIBLE NORMAL COURSE

It is the aim of this course to give practical instruction to Sunday School and Christian workers. It is not claimed that it gives a thorough knowledge of the Bible, but for those who cannot take a longer course, it gives a beginning of systematic study. It teaches right methods of study and aims to give to the student strength to pursue Bible study for himself. It aims also to give the student a knowledge of how to win souls for Christ and be a leader in all kinds of church work.

This course is so arranged that it can be taken all in one year if the student has had sufficient literary training. The prime purpose, however, is that it may be taken in connection with a student's Academic course. All literary education should be strengthened on the spiritual side by Bible study. A good student can carry some of this work while taking his Academic course, and by the time the latter is complete, he also will have completed the Bible Normal course. The figures in the following arrangement indicate the corresponding years in the Academic course when the subjects may be taken.

Those who complete this course will receive a diploma, and receive one year's credit in the Bible Teacher Training Course of Bethany Bible School.

ARRANGEMENT

Fall Term—Bible History (1), Life and Teachings of Jesus (2), Conversion (3), Prayer and Holy Spirit (3), Hebrews (4), Missions (4).

Winter Term—Bible History (1), Acts and Apostolic Age (2), Christian Nurture (3), Prayer and Holy Spirit (3), New Testament Ordinances (4), Missions (4).

Spring Term—Bible History (1), General Epistles (2), Personal Work (3), Prayer and Holy Spirit (3), Psalms and Wisdom Literature (4), Missions (4).

THE SEMINARY COURSE.

The aim of this course is to give a year of Bible study to those who expect to take a full seminary course, and to college students in general. Students of sufficient literary training may complete the course in one year, but the real aim is to have students in the College of Liberal Arts pursue this study in connection with their literary work. They will receive full credit on the college course for it. The figures after the subjects in the following arrangement represent the corresponding years in the college course when the subject should be taken. But this order is not rigid.

Graduates of the Liberal Arts School, who have completed this course and at least forty-five hours of supplementary studies will receive two years' credit in Bethany. This will enable the student to complete the full seminary course at Bethany and receive the B. D. degree in two years after graduating from college, thus completing both college and seminary courses in six years. Also high school graduates, or their equivalents. who have completed the four years' seminary course in Bethany, will be given two years' credit on the college course in Manchester College, and so be able to complete the A. B. course here in two more years. Then upon recommendation of this institution, Bethany Bible School will confer upon them the B. D. degree.

Supplementary subjects from which the forty-five hours may be selected are as follows: Oratory, Logic, Ethics, Christian Evidence, Psychology, Sociology, Introduction to Philosophy, Church History and Missions, Ancient History.

Bethany students and graduates who expect two years credit on their college course at Manchester, must have completed in their seminary work at least forty-five hours of such subjects as Religious Pedagogy, Educational Psychology, Ethics, Psychology of Religion, Homiletics Church History, Missions, Greek or Hebrew. Forty-five hours of their Bible work will be counted as fulfilling the conditions of major work at Manchester, but they will be required to meet the conditions of prescribed studies and thesis.

ARRANGEMENT.

Fall Term—Life of Jesus (1), Prayer (1), Bible Geography (2), Holy Spirit (3), Conversion (3), Missions (4), Bible History (4).

Winter Term—Acts (1), Prayer (1), Sunday School Normal (2), Holy Spirit (3), Christian Nurture (3), Missions (4), Bible History (4).

Spring Term—Psalms (1), Prayer (1), Sunday School Pedagogy (2), Holy Spirit (3), Personal Work (3), Missions (4), Bible History (4).

ARTS—SEMINARY COURSE.

Very frequently we are asked to outline a course of study which students may pursue. It is not always desirable, nor even possible, to follow a set course. However, the following outline is given as a guide to the student. Some variations from these suggestions may be accepted, and even advised. This course leads to the A. B. degree and includes such subjects as will give the student two years advanced standing in Bethany Bible School. The figures in parenthesis give the number of recitations each week for each subject.

FRESHMAN YEAR.

Fall Term	Winter Term	Spring Term
English 1 (5)	English 1 (5)	English 1 (5)
German 1 (5)	German 1 (5)	German 1 (5)
O. T. History (4)	O. T. History (4)	O. T. History (4)
Public speaking (2)	Public speaking (2)	Public speaking (2)

SOPHOMORE YEAR.

Greek (3)	Greek (3)	Greek (3)
Science or Psychology (5)	Science or Psychology (5)	Science or Psychology (5)
College Algebra (5)	Trigonometry (5)	History (5)
Life and Times of Jesus (4)	Acts and Apostolic Age (4)	General Epistles (4)

JUNIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Logic (3)	Ethics (3)	Asthetics (3)
Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)
Hebrews (3)	N.T.Ordinances (3)	Psalms and Wisdom Literature (3)
Homiletics (2)	Homiletics (2)	Homiletics (2)
Sociology (3)	Sociology (3)	Sociology (3)

SENIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Introduction to Philosophy (3)	Introduction to Philosophy (3)	Introduction to Philosophy (3)
Church History (3)	Church History (3)	Church History (3)
Missions (2)	Missions (2)	Missions (2)
Conversion (2)	Christian Nurture (2)	Personal Work (2)
Bible Doctrines (3)	Bible Doctrines (3)	Bible Doctrines (3)
Thesis (1)	Thesis (1)	Thesis (1)

SPECIAL BIBLE TERM.

The second and third week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able brethren and sisters from other places are secured for teaching. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The college extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

The Academy

1. The Academy course has been certified by the Indiana State Board of Education as being equal to the commissioned high school course. Graduates from this course are not only prepared to enter any of the professional courses prescribed in the Normal School, but also to enter College and University.

2. Anyone who has completed the first eight grades of the public school may be admitted to this course.

3. Those who have done some work in high school or academies should present certificate of same, so that they may not be required to repeat what they have already done well.

4. Graduates from this course receive a diploma.

COURSE OF STUDY

FIRST YEAR

First Term—English, Latin or German, Algebra, Biology.
Second Term—English, Latin or German, Algebra, Biology.
Third Term—English, Latin or German, Algebra, Biology.

SECOND YEAR

First Term—English, Latin or German, Algebra, Ancient History.
Second Term—English, Latin or German, Algebra and Plane Geometry, Greek History.
Third Term—English, Latin, or German, Plane Geometry, Roman History.

THIRD YEAR

First Term—English, Latin or German, Plane Geometry, Mediaeval History.
Second Term—English, Latin or German, Plane and Solid Geometry, Modern History.
Third Term—English, Latin or German, Solid Geometry, Modern History.

FOURTH YEAR

First Term—Physics or Chemistry, Physical or Commercial Geography, American History. One Elective
Second Term—Physics, or Chemistry, Commercial Arithmetic,, American History. One Elective.
Third Term—Physics, or Chemistry, Commercial Arithmetic, Civil Government. One Elective.

PRESCRIBED SUBJECTS

The Academic Course as above outlined is the regular high school course that prepares for entrance to college. It contains 16 units, a unit being one subject pursued throughout the year, five hours a week. Of these the following twelve units must be taken by those expecting to enter college: English, three units; Mathematics, three units. Foreign Language, three units; History, two units; Science, one unit; also one unit of credit is to be made up from the following subjects, of which not more than three terms of work (two periods a week) in any one subject will be given credit towards graduation from this course: Vocal Music, Penmanship, Oral Reading, Drawing and Physical Culture.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the following subjects: Bible, English, Latin German, Bookkeeping, Science, Agriculture, Manual Training and Domestic Science.

For those who do not expect to enter college, some privileges may be given to substitute such courses as will more nearly meet the needs of the students. One year of foreign language, or two years of mathematics and history, or one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects from the above electives, with the exception that not more than one unit's credit will be counted toward graduation in either Manual Training or Domestic Science, nor more than two units in Bookkeeping, nor more than four units in any subject.

DESCRIPTION OF COURSES

LATIN

I. Latin Elements and Introduction to Caesar. Absolute mastery of the different declensions, conjugations and constructions is the aim of the first year. Great care is used in pronunciation and accent.

II. Caesar, Books I-VI; Selections from Nepos or Ovid. Study by maps and charts of Caesar's campaign. Studies on the life of Caesar and Roman military art. The systematic study of Grammar is continued, with exercises in Prose Composition.

III. Cicero, Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the development of Roman oratory. Grammar and Prose Composition are continued throughout the year.

ENGLISH.

The Academy Course in English embraces four years' work of five hours per week.

1. **Grammar and Composition**—A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the first three years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

II. **Literature**—The aim in this course is to give the student an intimate acquaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for home reading, after which reports and discussions will be made in the class under the direction of the teacher. During the Academic Course all of the works for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

III. **History of Literature**—At least one term of the fourth year will be given to the study of the History of English and American Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

IV. **Literary Practice**—In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies, the students who are regular in attendance at either of these societies to which they belong and faithful in the performance of their duties there will be allowed one-half term's credit for each full year they are active members.

HISTORY.

The Academy Course in History embraces three years' work of five hours per week. Text-books will be used by the students, and notebook, map-drawing, collateral reading, and class reports on assigned topics will be required.

1. **General History Course**—This course traces the outline of universal history from the earliest times to the present. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements will be emphasized. Two years work given.

II. **United States History and Civil Government**—A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States constitution, its origin, its influence in the national development will be emphasized. State and local government will be given attention.

MATHEMATICS.

1. **Arithmetic**—One or both of the following courses will be offered each term, as the needs of the students may require: (a) Commercial Arithmetic; (b) Mental Arithmetic.

II. **Algebra**—A thorough course in Arithmetic should precede work in Algebra. Work in the Academy course is intended to give such familiarity with the Algebraic notation as to enable the student to successfully use the symbolical language in the investigation of Higher Mathematics.

III. **Geometry**—The "science of space" is rigorously presented because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation, and to illustrate the practical applications many original problems will be given to be demonstrated. Each student is required to draw figures to represent the problems.

GERMAN.

I. **Elementary Course**—Elementary Grammar, Pronunciation, Reading easy prose, Composition and Conversation. Daily throughout the year.

II. **Second Year**—Syntax and Composition. Reading of Narrative and Dramatic prose. The Drama, Romance, Recitations daily throughout the year.

III. **Third Year**—Advanced Composition. Selections from Schiller, Lesing and Goethe. Their masterpieces, with a study of their lives and literary standing. Daily throughout the year.

SCIENCE.

1. **Physics**—The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the text-book. The experiments are performed by the student, who must keep accurate notes of all his work.

2. **Chemistry**—A course of recitation and laboratory exercises acquainting the students with the general principles of chemical science. Accurate notes of all laboratory work is required.

3. **Biology**—The work of the year is about equally divided between the subject matter usually considered in the two subjects of Botany and Zoology. Some time also given to the study of human physiology.

4. **Commercial Geography**—This subject is given one term in the senior year.

5. **Agriculture**—The importance of this subject is such that it has secured a permanent place in the high school course. Academic students are given courses dealing with one or more special phases of the subject.

6. **Industrial Arts and Household Economics**—A year's work in each of these subjects will be given credit on the academic course.

School of Commerce and Finance

We are living in an age of intensive commercial activity. The hustle and bustle of business, with its various intricates and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every-day business affairs must needs meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES.

1. **One Year Business**—A practical course for practical people. A certificate of proficiency is awarded for this course.
2. **Stenographic Course**—Prepares students for offices, secretaryships and reporting. This course also prepares for teaching when taken in connection with the Commercial Teachers' course. Upon completion of this course a certificate of proficiency is awarded.
3. **One Year Professional Course**—This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. A diploma is awarded for this course.
4. **Two Years Professional Course**—Open to those who have completed the One Year Professional Course; leads to the degree, Bachelor of Commercial Science; designed to prepare Commercial teachers more efficiently, also leads to Certified Public Accountant degree.

BOOKKEEPING.

The courses are so arranged as to lead the student to reason from the particular customs and practice of accountants to the "General Law of Debits and Credits" which underlies them, and which is formulated from them. While it is one of the most unique and practical methods of presenting the facts of bookkeeping, it has also a particular point of excellence from an educational point of view, in the scientific treatment of thought-processes, by which the student arrives at conclusions. The philosophical development of the intellect has been given precedence over all other considerations in the construction of the work.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount, making business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

ACTUAL BUSINESS PRACTICE.

After the student has had a thorough drill as bookkeeper in the theory of accounts, he enters the Actual Business Department, in which he engages as proprietor, making face to face transactions with other students and doing business by correspondence with various firms. He relies upon his own judgment in conducting his business, applying the fundamental principles already mastered. Varieties of merchandise, represented by printed cards, are bought and sold, all the work being based upon current market prices. Real business is represented as nearly as is possible in the school room.

OFFICE WORK.

In addition to the business practice, each student is required to do a certain amount of work in the offices, such as the Wholesale House, Commission House, Real Estate Office Railroad Office and Bank. In these offices the latest and best methods of bookkeeping are employed as adapted to the particular business of each. The student here has an opportunity to test his ability as an office manager and is expected to rely upon his knowledge previously acquired.

ADVANCED ACCOUNTING.

After the student has had sufficient drill in the fundamenta principles of bookkeeping he is given special work in advanced bookkeeping, auditing, cost accounting, accounting systems etc. This embraces a thorough knowledge of the variou kinds of books and their uses and enables the student to de vise systems for his individual requirements.

BANKING.

This course covers the history of money, bank organiza tion and bank bookkeeping. It aims to give the student an inside view of the duties and customs of banking. A detailed study is made of the various kinds of banks, their mode o organization and the duties of each of the officers. A prac tical study of the methods of each department is made by series of transactions taken from the First National Bank Rochester, N. Y. Actual business forms are used and th student is required to do the work of the various bank of ficers and clerks.

STENOGRAPHY.

Perhaps no avenue of employment is so fascinating or re munerative as that of Stenography. So important has thi subject become that it is now considered as indispensible t a business education, and any young man or woman who neg lects the opportunity of thoroughly mastering it will soone or later find himself handicapped in his business career. I is furthermore a well recognized fact that no department c any business that a young man is able to enter places him i such a direct line for advancement as does a stenographic, secretarial position.

There is no mystery about shorthand. Any young man c woman possessing a good English education, who has pa tience, perseverance and a determination to succeed, may be come a competent stenographer.

SHORTHAND

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893), Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, ease of execution and legibility. The many word-signs of the old Pitmanic Systems are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over., rules are few and exceptions to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING.

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines and office devices. Underwood, Remington and Oliver machines are used, the student being given any special preference. We teach by the Touch Method, which has many advantages over the old method, and as our machines are equipped with shields, it becomes impossible for the student to learn otherwise. Work in this department is not measured by the time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION.

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

OFFICE PRACTICE FOR STENOGRAPHERS

After the student has become proficient in the use of shorthand and the typewriter, he is given some special work along the lines of Remittances and Enclosures, Banking, Filing, Devices—office Appliances Forms, and Follow-up Letters, Shipping, Billing, Legal Papers, the Telephone, Proofreading, Rough-draft, Insurance, etc. The matter of application, both by letter and in person, is given careful attention. This s a feature of our work, in that it effects a finishing touch to the course; it eliminates the beginner and gives that knowledge and training that employers designate as "Experience."

COMMERCIAL LAW.

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study Special attention is given to subjects of most vital importance such as Contracts, Negotiable Paper, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business Forms, etc.

COMMERCIAL GEOGRAPHY.

A study of the origin of commerce, its growth and its present attainment is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are moved, into what products they are converted and the nature of the demand they satisfy. A history of the modes of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE.

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP.

Salesmanship, as generally understood, means the art of selling gods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. **.It is the basis of business transactions.** In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental business principles he has acquired.

ORTHOGRAPHY.

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent is required.

INDIVIDUAL INSTRUCTION.

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED.

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends largely upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and application of the student. While every effort is made to aid the progress of the student, yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES.

One Year Business Course.

Fall Term	Winter Term	Spring Term
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Business Correspondence (5)	Salesmanship (5)
Commercial Geography (5)	Commercial Arithmetic (5)	Commercial Arithmetic (5)
Penmanship (5)	Penmanship (5)	Penmanship (5)

STENOGRAPHIC COURSE—ONE YEAR.

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (5)
Typewriting (10)	Typewriting (10)	Typewriting (10)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Calculation	Orthography and Rapid Calculation
Commercial Law (5)	Business Correspondence (5)	Salesmanship (5)
		Office Practice (5)

COMMERCIAL TEACHERS' COURSE—ONE YEAR.

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Business Organization (21½)	Psychology (5)
	Commercial Correspondence (21½)	
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Salesmanship (5)
		Commercial Geography (5)
		Penmanship (5)

COMMERCIAL TEACHERS' COURSE—TWO YEARS.

First Year.

(Same as One Year Commercial Teachers' Course.)

Second Year.

Fall Term	Winter Term	Spring Term
Advanced Accounting (5)	Advanced Accounting (5)	Finance (5)
Economics (5)	Sociology (5)	Sociology (5)
Shorthand (5)	Shorthand (5)	Shorthand (5)
Typewriting (5)	Typewriting (5)	Typewriting (5)

GENERAL INFORMATION.

A description of the subjects, Accounting, Commercial Law, Business Organization, Commercial Correspondence, Advanced Accounting, Finance and Economics, as offered in the Commercial Teachers' Course is found in the College of Liberal Arts, Department of Economics and Commerce.

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find it advantageous to complete the last year of their high school course in Manchester College when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the completion of the One Year's Commercial Teachers' Course and the degree, Bachelor of Commercial Science, will be granted upon the completion of the Two Years' Commercial Teachers' Course.

Students who are able to supply satisfactory credits for Commercial Geography and Commercial Arithmetic from their high school course, are urged to take Shorthand and Typewriting during the first year of the Commercial Teachers' Course; in this case another subject may be chosen from some other departments of the College of Liberal Arts during the second year.

All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required.

The figures following the subjects in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies to the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART.

(Business Writing.)

In order to be abreast of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a god business hand can be acquired by ane one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the enevelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible handwriting is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments, and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanlrain College of Penmanship, Columbus, Ohio, may be secured by those, whose penmanship comes up to the required standard.

Professional Penmanship.

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

(The average student will complete the Professional course in one year, whereupon he will be awarded with a diploma executed by himself,

Department of Music

This department offers thorough and systematic instruction in **Piano, Voice Culture, Harmony, Composition, History of Music, Sight Reading, Church or Chorus Singing.**

It is the design of the Department of Music to meet the needs of the following class of students:

1. Those who are preparing to teach.
2. Special students enrolled for a select course in Music.
3. Students who take one or two hours a week in Music in addition to their other courses of study. The instruction is adapted to the individual student.

COURSES.

2. **Two Years' Certificate Course in Piano or Voice**—This course is intended for those who do not aim to teach, but who desire the training in music for their own culture or for the home.

2. **Two Years' Teachers' Course in Piano or Voice—This** course is intended for those who aim to teach. The equivalent of the first two years of the Academy Course is required for graduation. Diploma is granted.

3. **Four Years' Diploma Course in Piano or Voice**—Those who graduate from this course must have completed, as a prerequisite, a course equivalent to that of the Academy.

ARRANGEMENT OF COURSES

It is impossible to outline a full course in piano, since the needs of the pupils vary so greatly. We adapt our instruction to the pupil's capacity, and assist him to practice correctly, and aim to develop a refined and intelligent style of playing.

The course of study includes:

. Technical exercises for the development and control of fingers hands and arms.

II. Etudes by the best teachers and composers, which are intended to give further development to the executive powers, and to form a connecting link between purely technical work and the lighter forms of musical expression.

III. Composition by the best writers, both ancient and modern. Selections are therefore made from the following list:

1. **Preparatory Course.**

First and Second Grades: Rieman's, Wagner's, Damm's Piano Schools; Technic Cyclus; Macon's Technical Studies; Matthew's Graded Lessons; Etudes and Studies by Bertini Heller, Czerny, Loeschorn and others; Sonates and Rondos of Clementi, Kuhlau and Hummel; Beethoven Op. 46 and Variations; Schumann's "Jungen Album" and "Kindersenen" composition of standard writers.

Harmony and History of Music.

2. **Teachers' Certificate Course.**

Third and Fourth Grades: Technic Cyclus; Mason's Touch and Technic, Technical Studies; Etudes by Czerny; Preludes and exercises of Clementi; Cramer's Studies, Czerny's Octave Studies; Matthew's Phrasing Studies; Heller's Rythmical Studies; Handel and Bach's Suites; Bach's Preludes and Interventions; Compositions of Mendelssohn, Chopin, Schubert, Weber, Schumann, Brahms and Raff; Sonatas by Mozart, Haydn, Clementi.

Harmony, History of Music and Musical Analysis.

3. **Graduate Course.**

Fifth and Sixth Grades: Foote's MacDowell's, Rubenstein's Chopin's Studies; Czerny's School of Virtuosity; Kullak's Octave Studies; Sonatas of Beethoven, Mozart, Schumann, Selections from the works of Weber, Chopin, Schumann, Liszt, Bach, Greig, Tausig, Brahms and others, including Piano Concertos and the best of Chamber Music.

VOCAL DEPARTMENT.

1. **Preparatory Course.**

Exercises by teachers; Vaccai Studies; Concone's Fifty Exercises; Hauptner's Vocal School; Marchesi's Elementary Exercises; Rudiments of Music; Harmony.

2. **Teachers' Certificate Class.**

Marchesi Studies Concone's Twenty-five Lessons; Concone's Fifteen Lessons; Lablache, according to the voice of pupils; Panofka Op. 81, Part First; Studies by Modern Writers. Members of this class must be able to play accompaniments on the piano, and read vocal music at sight.

Harmony, History and Science of Music.

3. **Graduate Class.**

Marchesi or Bordogni, Savinelli and Lamperti Vocalizersc, Oratorio Selections, Counterpoint, Composition, Musical Forms and Musical Literature. Must be able to play accompaniments and read vocal music at sight. Are required to sing an aria, without notes, at final examination.

1. **Harmony**—No study will give us a higher appreciation for music than harmony. In this study care is taken to lead the pupil to a more thorough understanding of harmonic relations. The subjects will be presented in such a way as to make the student dependent on his own knowledge of progressions in harmonizing melodies instead of a mechanical fingered bass. The compositions of hymns and songs is required of each student.

2. **Ear Training**—Two terms of ear training are required after the first termof harmony.

Text-book is "Lessons in Harmony," by Heacox and Lehmann.

3. **History of Music**—A thorough study of both Ancient and Modern History is required. The biographies of our greatest musicians are carefully reproduced by the student. This gives the student of music a background similar to that of the classics of literature.

4. **Hymnology**—The aim of this course is to develop a greater love and ability for singing church music. Special study will be made of meters, history and analysis of hymns. During the Special Bible Term this class will meet daily.

5. **Chorus Singing**—The classes organized in Sight Readin and Chorus Work are free to all taking regular work in school. In view of the growing demand for music directors in the public schools, and in the churches, this training is of great importance.

(a) **Beginning Chorus**—A general Sight Reading and Chorus class is organized each term to meet the needs of those who are beginning in the fundamental principles of music. Drills are given in rudimentary instruction in connection with songs and hymns, choruses and easy anthems.

(b) **Advanced Chorus**—This class accommodates those who have a general knowledge of the rudiments of music. In connection with chorus practice, anthems and cantatas, the study of chords and ear training are given. The class of 1911-12 gave a public rendition of an oratoric, Haydnio's "The Seasons." The class of 1912-13 gave Handel's "The Messiah." The class of 1913-14 gave Haydn's "Creation." The class of 1914-15 gave Root's "Daniel."

(c) **Ladies' Choruses and Glee Club**—A chorus Class for ladies and a Glee Club for gentlemen are organized for special practice. These classes are expected to appear in Students' and Public Recitals.

PUBLIC SCHOOL MUSIC.

One Year.

This course is designed for those who desire to teach, or supervise the teaching of music in the public schools. Students taking this course will take observation and do practical teaching of music in the college training school.

This course includes one year's study of harmony and history of music; some piano work unless student has had sufficient; ear training, sight singing; study of rote songs, study of the child's voice, classification and arrangement of materials for each grade, and a careful study of methods of presenting the subject.

GENERAL REGULATIONS.

1. The courses outlined may be completed in less time than indicated above, depending upon the student's advancement on entering and the amount of time devoted to the work.
2. Pupils will be received at any time, although it is more desirable to begin, when possible, with the term.
3. Students should bring such sheet music, instructors, and studies as they have.
4. Every voice pupil is required to take chorus work.
5. Tardiness or absence from lessons will result in loss to the student.
6. In the case of illness, where due notice is given, lessons will be made up.

Department of Art.

DESIGN OF THIS DEPARTMENT.

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.

2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.

3. To aid in arousing and directing a love for the beautiful, wether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order, Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisor's Course will receive a certificate. Those who complete the Two Years' Course will be granted a diploma.

COURSES IN ART

PUBLIC SCHOOL ART.

One Year.

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Free Hand Drawing**—A course for beginners.. It gives instruction and training in the kind of work that teachers are expected to do in the public schools.

2. **For Grades One to Four. Drawing**—Outline and shadow in charcoal and pencil, water color, black washes, or ink, from blocks, still life, life and landscape. **Hand Work**—Paper cutting, weaving in bogus paper; tilo strands and rattan, stenciling and clay modeling.

3.. . **For Grades Five to Eight. Drawing**—Sketching in water color, washes, charcoal and pincel, from life, still life, and landscape. **Hand Work**—Weaving, wood cutting, stenciling, designing, etc.

Students who complete this course will be required to take Art History, two hours a week for two terms; one term's work in painting, and observation in the training school.

TWO YEARS' COURSE.

First Year.

Free-hand Drawing from still life in charcoal or pencil	72 hours
Painting in ol, pastel or water colors from life or copy, three periods (double) per week for	36 weeks
Composition, two lessons per week	24 weeks

SECOND YEAR.

Sketching from life or indoor study, in charcoal, pencil or color, two lessons per week	24 weeks
Composition, two lessons per week	12 weeks
Painting in oil or water color, three periods (double) per week	36 weeks
Drawing from cast, two lessons per week	24 weeks
History of Art, two lessons per week	24 weeks

A course in china painting has recently been added. Pen and ink drawing will be given when desired. Each student at graduation must leave one original composition in color with the art department.

The teacher reserves the right to withhold any student's drawings for the Art Exhibit during the Commencement week of the year.

Expression

This department aims to give practical instruction in Oral Reading, and help the student interpret and appreciate literature.

The effort is made to correct the faults in the every-day speech of the student as well as to prepare him for speaking. Personal instruction is given according to the needs of the student.

Instruction is given in the proper use of the voice, the body, the position of the arms, the feet, and facial expression. He who speaks clearly and pleasantly, quietly, is also learning to think calmly and deliberately .

FIRST YEAR

First Term—Breathing Exercises, Vocal Culture, Pronunciation, Articulation, Common Reading, Committing and Reciting a number of selections; English Literature and Composition, Penmanship, History.

Second Term—A continuation of the fundamental elements of reading and speaking. Each student will be required to commit and deliver before the class a number of selections. Literature and Composition; Physical Culture; History.

Third Term—Sight Reading, Bodily Expression, Vocal Exercises for the purpose of cultivating quality of tone. Special Exercises in Gesticulation, Drills on Delivery, Literature and Composition; History.

Second Year

First Term—Bible and Hymn Reading, one hour; Story Telling and Oral English, one hour; Development of Expression, one hour; Repertoire, one hour; Characterization, one hour; English Literature, five hours.

Second Term—Bible and Hymn Reading, one hour; Development of Expression, one hour; Repertoire, one hour; Drama, two hours; English Literature, five hours.

Third Term—Repertoire, two hours; Practice Teaching, one hour; Fundamentals, two hours; English Literature, five hours..

Bodily Expression and vocal Expression drills with any and all of above courses.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthentic Drills, including Free-Hand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

The gymnasium has recently received much new apparatus. Two horses, one parallel bars, one horizontal bar, a springboard and several mats were purchased during the past year. Raised seats for spectators were also fitted up.

In the fall and spring terms outdoor exercises take the lead in good weather. The College Campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium Here basketball takes the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketbal and baseball are played with local and nearby teams.

Summer School

The Summer School of Manchester College has become an important feature of the work of the institution. During the last seven years, since the Summer School began, hundreds of young people have come in touch with the College and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that it now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students:

1. Graduates of high schools who are preparing to teach the coming year, class "A."
2. Those who have completed class "A" and will take the second term, class "B."
3. Those who desire to pursue the course for class "C."
4. Those who desire to pursue the Normal English Course.
5. Teachers and prospective teachers from Ohio. The Summer School for both 1914 and 1915 has been accredited by the Ohio State Superintendent. This assures full credit in Ohio to teachers who take their summer work here. The courses offered are adequate for their needs.
6. Teachers from other states who may desire normal or college work.
7. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bookkeeping, Stenography and Typewriting
8. Those who desire to pursue their regular college course.

While the courses vary some from year to year, yet the following outline gives about the usual course:

COURSES.

1. **Professional**—Educational Psychology, Advance Psychology, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Education.

2. **College Courses**—Full college credit is given for professional courses. Besides these the program for 1915 included Trigonometry, Analytics, Modern English Literature, American Literature, Medieval History, American History, German Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School**—Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and do practice teaching under the critic teacher's direction. The discussions with the young teachers are very helpful.

4. **Common School Reviews**—There will be classes in all the common school subjects that teachers need to be examined upon.

5. **High School Reviews**—Some high school subjects will be given as the demands of students will determine.

6. **Vocational**—Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art**—Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business**—Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the courses for 1916 will be mailed to all who are interested.

College Extension Department

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small per cent to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence courses and by personal work in the field by members of the faculty and school.

The Bible and Music departments are prepared to do local work. The instructors in the Bible department will arrange for Bible institute work during our school vacations, and occasionally for short institutes at other periods. There are a number of young ministers in attendance who are well able and willing to assist local churches in preaching, if called upon. The Mission Band holds programs for churches that extend to them the invitation. The institution also has a number of graduates from the Music department who are prepared to teach local singing schools. Churches desiring the help of either a minister or singing teacher will do well to correspond with the college.

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. An outline of the work will be furnished by the respective departments in which the work is taken. If credit on the regular course is desired a final examination will be given. A small fee will be charged to cover the cost of outlines, correction of papers, postage, and examination at the end of the course. Full information will be given to those who are interested in he work.

The following departments are prepared to offer a limited amount of work at present:

College of Liberal Arts—Courses in History, English, Sociology, Economics and Commerce.

Bible Department—Bible Geography, Sunday School Normal and Sunday School Pedagogy.

Commercial—Bookkeeping and Commercial Law.

Expenses

Tuition, Normal or College courses, per term	$15.00
Tuition, Normal or College courses, less than term, per week	1.50
Tuition, Academic course, per term	12.00
Tuition, Academic course, per week	1.25
Tuition, Business course, or Shorthand and Typewriting course, per term	15.00
Tuition, Business course or Shorthand and Typewriting course, less than a term, per week	1.50
Business course, with Shorthand and Typewriting course, per term	18.00
Typewriting, two periods a day, per term	3.60
Actual Business fee, per term	.50
Piano, Organ or Voice, two lessons per week, per term	12.00
Harmony, two lessons per week,perterm	12.00
History of Music, one lesson per week, per term	3.00
Private Lessons in Music	.65
Piano Practice, two periods a day, per term	3.60
Painting, or Drawing, per lesson (one period)	.50
Expression, private lessons	.50
*Board, by the term, per week	2.25
Board, less than a term, per week	2.50
Board, less than a week, per meal	.15
Furnished room, per term	$6.00 to 9.00
Furnished room, per week	60c to .80
Fuel, fall and spring term	3.00
Fuel, winter term	5.00
Fuel, fall and spring term, per week	.30
Fuel, winter term, per week	.50
Electric light, fall and spring term	1.25
Electric light, winter term	1.50
Incidental fee, per term	2.00
Library fee, per term	1.00
Physical Culture fee, per term	.50
Graduation fee College and Highest Accounting	5.00
Graduation fee for other degrees and diplomas	3.00
Use of laundry room, per term	1.00

*The executive board shall continue,if possible, to furnish good board at the low price of $2.25 per week. But should the prices of provisions rise so as to make this impossible, the board reserves the right to raise the price of the board, not to exceed twenty-five cents on the week.

The dormitory rates are made on the condition that two students occupy the same room. Students who on special application are permitted to room alone will be charged double rates for fuel, light and room.

The rate for light is made on the basis of a forty watt electric light.

Students who elect bookkeeping in the Academic or College courses, and expect it to count toward graduation from some commercial course will be charged $2.00 per term extra for tuition. If, after the work has been taken as a regular study in the Academic or College course, the student desires to use it toward graduation from some commercial course he will be charged the $2.00 for tuition for each term he has taken it.

Students in the college department who enroll for more than seventeen hours' work will be charged $1.00 for every additional hour.

Tuition in Bible Department is free. An incidental fee of $3.00 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in the Academy will pay at the rate of twenty-five cents a week for each subject. Bible students who enroll for some work in the college department will be charged $1.00 for each hour taken. Those in other departments, taking some Bible work, will be charged a fee of one dollar per term in addition to library and incidental fees.

Young people who desire to secure a literary training for the express purpose of doing missionary work should write us about special terms.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

In classes of three or more the tuition for History of Music, Special Elocution, and Special Drawing will be $6.00 per term for two lessons a week, and for Painting, three lessons a week (double periods) per term, $12.00. China painting, four hour lessons, one dollar per lesson.

Students in music or art who pay as much as $18.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $3.00 per term will be charged for domestic science. This will also cover the cost of food materials used.

Those who take work in Botany, Zoology orPhysics, Agriculture, and Manual Training, will be charged a laboratory fee of $1.00 per term and Chemistry $2.00 per term. Laboratory fee for college courses in Science, $3.00 per term, except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the students.

Each Literary Society and Debating Club, the Bible Society and other similar organization that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

All expenses are due and payable, at the Treasurer's office, one term in advance.

Fractional week will be counted as full weeks.

No reduction for absence will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE.

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the President's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the President'e office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS.

1. Students are responsible for damage to furniture and buildings caused by them.
2. The use of tobacco, in any form, on the college grounds and profane language are forbidden. Card-playing, handling of firearms and the use of intoxicating beverages are positively prohibited.
3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.
4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.
5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.
6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the President; and those outside the school who desire to arrange for such socials at their homes, should first arrange with the President for the students to attend.
7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive board.
8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others can not be allowed to remain in the school.
9. Any one who through inapplication to study fails to make a passing grade in three subjects during a term, may, at the discretion of the Executive Board, be asked to withdraw from the school.
10. Parents should inform the President of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.
11. Students are expected to select their course of study with care, and parents should in no case suggest a change in the student's program without first consulting the President.
12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the College Treasurer, who will transact business for parents or guardians when requested to do so.
13. Parents or guardians are requested not to call students

home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the College, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the College are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the College.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to room and board in the College buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have "College" written on all letters and packages sent to them, to insure prompt delivery at the College postoffice.

20. Books and stationery may be obtained at the College bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS.

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grades of the student is the average of his class grade, together with the two principal examinations. Any student whose term grade in any subject falls below seventy-five per cent. is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

GRADUATES

COLLEGE OF LIBERAL ARTS

(A. B. Degree)

Blough, S. S.	North Manchester, Indiana
Boomershine, Reuben	Brookville, Ohio
Boomler, Webster	North Manchester, Indiana
Boyer, Walter	North Manchester, Indiana
Brubaker, H. A.	Columbiana, Ohio
Brumbaugh, J. C.	Brookville, Ohio
Dunbar, Joseph E.	Bowers, Indiana
Grisso, Lillian	North Manchester, Indiana
Grossnickle, Russell	North Manchester, Indiana
Helman, Harley	Dawson, Ohio
Irick, Simon	Rossville, Indiana
Myer, Charles	North Manchester, Indiana
Peters, W. W.	Tippecanoe City, Ohio
Sellers, Arthur	Bryan, Ohio
Senger, Nettie	Panora, Iowa
Smeltzer, J. A.	North Manchester, Indiana
Stoner, Rowena	Ladoga, Indiana
Ulrey, Loraine	North Manchester, Indiana
Waybright, Elizabeth	Trotwood, Ohio
Wine, Grover	North Manchester, Indiana
Yoder, Clarence	Bellefontaine, Ohio
Boone, Clara	North Manchester, Indiana

ACADEMY

Butterbaugh, Marie	Silver Lake, Indiana
Byerly, Lois	Decatur, Indiana
Defries, Harriette	North Manchester, Indiana
Dodge, Arthur	Lima, Ohio
Dunbar, Austin	Bowers, Indiana
Eikenberry, Mary Esther	Arcanum, Ohio
Jobes, Pearl	Arcanum, Ohio
Kreighbaum, Charles	Granger, Indiana
Lautzenhiser, Bertha	North Manchester, Indiana
McKee, Cuba	North Manchester, Indiana
Minnich, Ruth	Greenville, Ohio
Noll, Lulu	Butternut, Michigan
Olwine, Chester	Monroe, Indiana
Petcher, Marie	Citronelle, Alabama
Smith, Eunice	North Manchester, Indiana
Stout, Raymond	Kitchell, Indiana
White, Pearl	Vinegar Bend, Alabama
Winger, Cora	North Manchester, Indiana
Yaney, Augustus	Decatur, Indiana

NORMAL ENGLISH (B. E. Degree).

Bright, J. D.	Troy, Ohio
Cripe, Nora	North Manchester, Indiana
Eley, Theodore	New Madison, Ohio
Frantz, Lela	North Manchester, Indiana
Karns, Anna	Tippecanoe City, Ohio
Keener, Anna	New Madison, Ohio
Lautzenhiser, Esther	North Manchester, Indiana
Miller, Elsie	Columbiana, Ohio
Royer, Galen	Arcanum, Ohio

COMMERCIAL TEACHER'S COURSE (B. Com. Science)

Mathews, Roy E.	Leesburg, Indiana

COMMERCIAL TEACHER'S COURSE

Gochenour, Floyd	Rossville, Indiana
Gump, Effie	Garrett, Indiana
Hiller, Cletus M.	Spencer, Ohio
Lefforge, Alta	North Manchester, Indiana
Metzger, Herschel	Rossville, Indiana
Replogle, Frank	Rossville, Indiana

COMMERCIAL COURSE (One Year)

Gebhart, Irvin	New Carlisle, Ohio
McKee, Cuba	North Manchester, Indiana

TWO YEARS' CERTIFICATE COURSE IN VOICE

Noll, Clara	Butternut, Michigan
Wertenberger, Etna	Laketon, Indiana
Wine, Mary	North Manchester, Indiana

TWO YEARS' CERTIFICATE COURSE IN PIANO

McKee, Alpha	North Manchester, Indiana
Noll, Clara	Butternut, Michigan

TEACHER'S CORUSE IN VOICE

Kreighbaum, H. Lisle	South Bend, Indiana

FOUR YEARS' COURSE IN PIANO

Ewert, Ruth	Markle, Indiana

SUPERVISOR'S MUSIC COURSE

Dickey, Florence	North Manchester, Indiana
Shinkle, Lauretta	Bippus, Indiana

SUNDAY SCHOOL NORMAL COURSE

Haynes, Walter	Swayzee, Indiana

TWO YEARS' BIBLE COURSE

Brubaker, Mrs. Iva	Columbiana, Ohio
Smeltzer, Mrs. J. A.	North Manchester, Indiana

ART

Gottchall, Ilo	North Manchester, Indiana
Wolfe, Grace	North Manchester, Indiana

STENOGRAPHIC COURSE

Gochenour, Floyd	Rossville, Indiana
Gump, Effie	Garrett, Indiana
Lefforge, Alta	North Manchester, Indiana
Replogle, Frank	Rossville, Indiana

Students Enrolled 1914-1915

LIBERAL ARTS

Barnhart, E. E.	North Manchester, Indiana
Barnhart, Wilbur	North Manchester, Indiana
Blough, Carman	North Manchester, Indiana
Blough, S. S.	North Manchester, Indiana
Boomershine, Reuben	Brookville, Ohio
Boomler, Webster	North Manchester, Indiana
Bonewitz, Beatrice	North Manchester, Indiana
Boyer, Walter	North Manchester, Indiana
Bright, Walter	Arcanum, Ohio
Bright, J. D.	Troy, Ohio
Brown, Mabel	Huntington, Indiana
Browns, Veda	Wabash, Indiana
Brubaker, H. A.	Columbiana, Ohio
Brumbaugh, J. C.	Brookville, Ohio
Campbell, Esther	Colfax, Indiana
Cripe, Nora	North Manchester, Indiana
Drewry, Raymond	Idaville, Indiana
Dunbar, Joseph	Bowers, Indiana
Ebbinghaus, Fred	North Manchester, Indiana
Eley, Theodore	New Madison, Ohio
Fisher, Harry	Marion, Indiana
Flory, Rolland	Defiance, Ohio
France, Edith	Huntington, Indiana
Frantz, Lela	North Manchester, Indiana
Frick, Harry	Wawaka, Indiana
Funderburg, D. D.	New Carlisle, Ohio
Funderburg, Ethel	New Carlisle, Ohio
Furguson, Floyd,	Urbana, Indiana
Garver, Miriam	Trotwood, Ohio
Grisso, Lillian	North Manchester, Indiana
Grosh, Pearl	Elkhart, Indiana
Grossnickle, Warren	North Manchester, Indiana
Grossnickle, Russell	North Manchester, Indiana
Gump, Clyde	Muncie, Indiana
Hawke, Walter	New Carlisle, Ohio
Helman, H. H.	Dawson, Ohio
Himes, Mark	Ladoga, Indiana
Hoffman, Albert	Argos, Indiana
Holl, Dio	New Berlin, Ohio
Holl, Carl	New Berlin, Ohio
Hollar, Lulu	Elida, Ohio
Hollinger, William	Hollansburg, Ohio
Hornaday, Forest	North Manchester, Indiana
Hornish, Ruth	Defiance, Ohio
Hoover, Ora	Garrett, Indiana
Horst, Cora	Spencer, Ohio
Ikenberry, Anna	North Manchester, Indiana
Irick, Simon	Rossville, Indiana
Irvin, Floyd	Creston, Ohio
Karns, Anna	Tippecanoe City, Ohio
Keener, Anna	New Madison, Ohio

Kindell, Marie	Covington, Ohio
Lautzenhiser, Esther	North Manchester, Indiana
Leonard, Martha	Fredericktown, Ohio
Leonard, Mary	Fredericktown, Ohio
Leonard, J. W.	Bryan, Ohio
Long, Mary	Bradford, Ohio
Mallott, Floyd	Deshler, Ohio
Mathews, Roy	Leesburg, Indiana
McPherson, Ethel	North Manchester, Indiana
Metzler, Burton	Nappanee, Indiana
Miller, Ralph	Nappanee, Indiana
Miller, R. H.	North Salem, Indiana
Miller, Elsie	Columbiana, Ohio
Minnich, Spencer	Greenville, Ohio
Moore, Owen	Sidney, Indiana
Moyer, Lela	Alvordton, Ohio
Murray, Grace	North Manchester, Indiana
Myer, Charles	North Manchester, Indiana
Neff, Ethel	Milford, Indiana
Neher, Medford	Argos, Indiana
Neher, Royal	Warsaw, Indiana
Palmer, James	Sidney, Indiana
Peters, W. W.	Tippecanoe City, Ohio
Phillips, George	Goshen, Indiana
Plaugher, Roy	Beaverdam, Ohio
Press, Ida	Walkerton, Indiana
Rennecker, Gertrude	Smithville, Ohio
Replogle, Frank	Rossville, Indiana
Replogle, Walter	Flora, Indiana
Royer, Galen	Arcanum, Ohio
Schubert, Carl	North Manchester, Indiana
Shanks, Raymond	Camden, Indiana
Sellers, Arthur	Bryan, Ohio
Shaffer, A. C.	New Rockford, South Dakota
Sites, Sudie	Burnetts Creek, Indiana
Shock, Orpha	North Manchester, Indiana
Shock, Laura	Huntington, Indiana
Shively, Marie	North Manchester, Indiana
Shively, T. A.	Denver, Indiana
Senger, Nettie	Panora, Iowa
Slater, E. O.	North Manchester, Indiana
Smeltzer, Jesse	North Manchester, Indiana
Smith, Lois,	North Manchester, Indiana
Smith, Freadus	North Manchester, Indiana
Sollenberger, Laurel	Tippecanoe City, Ohio
Stinebaugh, Walter	Camden, Indiana
Stone, Paul	Urbana, Indiana
Stoner, Rowena	Ladoga, Indiana
Strychler, Robert	North Manchester, Indiana
Stutsman, Sadie	North Manchester, Indiana
Swihart, Huber	Churubusco, Indiana
Tinkle, William	Shideler, Indiana
Ulrey, Loraine	North Manchester, Indiana
Weaver, Myrtis	Goshen, Indiana
Weisel, Morris	Middlebranch, Ohio
Weybright, Elizabeth	Trotwood, Ohio
Williams, Perry	Plattsburg, Missouri
Wine, G. L.	North Manchester, Indiana
Winger, Roger	Marion, Indiana
Woods, Beulah	Spencer, Ohio
Wright, Charles	Fostoria, Ohio

Yoder, C. H.	Bellefontaine, Ohio
Yoder, Hazel	Bellefontaine, Ohio

Total 116.

NORMAL DEPARTMENT

Agate, Vera	Morocco, Indiana
Alber, Madaline	Wabash, Indiana
Arnold, Blanche	West Salem, Ohio
Bagwell, Olive	Bremen, Ohio
Bailey, Paul	Huntington, Indiana
Balsbaugh, Catherine	Denver, Indiana
Beachley, Loise	North Manchester, Indiana
Beam, Paul	Roann, Indiana
Beigh, Hilda	Sidney, Indiana
Bodkin, Irene	Somerset, Indiana
Boomler, Leslie	North Manchester, Indiana
Bowman, Alice	Star City, Indiana
Boyd, Anna	Warren, Indiana
Bunnell, Goldia	Chili, Indiana
Burkholder, Ester	Denver, Indiana
Brown, Lester	Huntington, Indiana
Burrows, Mae	Lincoln, Indiana
Byerly, Lucile	Fostoria, Ohio
Callane, Mae	Flora, Indiana
Carger, Harry	Plymouth, Indiana
Carrothers, Velma	Deedsville, Indiana
Clauve, Lena	Wabash, Indiana
Clingerman, Estella	Roann, Indiana
Coffman, Anna	Trotwood, Ohio
Cook, Mary	Nevada, Ohio
Coonrod, Estella	Brunetts Creek, Indiana
Craig, Russell	Ockley, Indiana
Cripe, Florence	Rossville, Indiana
Deeds, Eva	Deedsville, Indiana
Dickey, Hazel	North Manchester, Indiana
Dillman, Myrtle	North Manchester, Indiana
Dubois, Ruth	Wabash, Indiana
Dunbar, Deane	North Manchester, Indiana
Eley, Geraldine	New Madison, Ohio
Fish, Lulu	Elkhart, Indiana
Fisher, Grace	North Manchester, Indiana
Frantz, Ruth	Wabash, Indiana
Frederick, Ruth	North Manchester, Indiana
Funderburg, Helen	Laketon, Indiana
Gillam, Myrtle	Roann, Indiana
Giltner, Ola	Roann, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Gustin, Mildred	Denver, Indiana
Hahn, Alma	Pulaski, Indiana
Hanna, Sadie	Burnetts Creek, Indiana
Hanna, Mary	Fostoria, Ohio
Hanley, Ruby	North Manchester, Indiana
Hardin, Bernice	Warren, Indiana
Hardman, Ford	South Whitley, Indiana
Harley, Gertrude	Lakeville, Indiana
Harter, Hobart	Kimmel, Indiana
Hattery, Clarence	Macy, Indiana
Hayes, George	Denver, Indiana
Helvy, George	Roann, Indiana
Hire, Neva	Churubusco, Indiana
Hoffman, Ralph	Silver Lake, Indiana

Hoke, Katie	Greenville, Ohio
Hollinger, Martha	Union City, Indiana
Horn, Hazel	Camden, Indiana
Hoshaw, Loyal	Ockley, Indiana
Hostetler, Madgell	Markle, Indiana
Hughes, John	Camden, Indiana
Hummerickhouse, Madge	Camden, Indiana
Johnson, Carl	Camden, Indiana
Jones, Lewis	Sedalia, Indiana
Jones, Sadie	Deedsville, Indiana
Jordan, Beulah	Bippus, Indiana
Jordan, Garrett	Bippus, Indiana
Keel, Esther	Bippus, Indiana
Keppel, Alice	Roann, Indiana
Kindy, Glen	Huntington, Indiana
Kindy, Ivan	Huntington, Indiana
Kingery, June	Bringhurst, Indiana
Kite, Beatrice	Radnor, Indiana
Kline, Charles	Denver, Indiana
Kreiger, Evelyn	Chippewa Lake, Ohio
Lannerd, Paul	Huntington, Indiana
Lefforge, Dale	North Manchester, Indiana
Lefforge, Merrill	North Manchester, Indiana
Lefforge, Roxy	North Manchester, Indiana
Lewellen, Harry	Syracuse, Indiana
Mahoney, Inez	Huntington, Indiana
Markham, Ethel	Wakarusa, Indiana
Martin Frances	North Manchester, Indiana
McCulley, Hale	Burnetts Creek, Indiana
McFadden, Helen	Markle, Indiana
McFann, Lucile	Logansport, Indiana
McVay, Anna	Burnetts Creek, Indiana
Merriman, Hazel	Francesville, Indiana
Messmore, Orville	North Manchester, Indiana
Metzger, Chlora	Rossville, Indiana
Michael, Orpha	Sidney, Indiana
Michael, Russell	Sidney, Indiana
Miller, Esther	Rochester, Indiana
Miller, Edith	Gaston, Indiana
Montgomery, Fern	Butler, Ohio
Montgomery, Zora	Butler, Ohio
Mourer, Ethel	Idaville, Indiana
Murphey, George	Walton, Indiana
Mussleman, Laura	Macy, Indiana
Myers, Chloe	Markle, Indiana
Neel, Floyd	Idaville, Indiana
Nolt, Enos	Lodi, Ohio
Nolt, Ellen	Lodi, Ohio
Ogden, Warner	Laketon, Indiana
Olinger, DeVon	North Manchester, Indiana
Peter, Clifford	Monticello, Indiana
Pippenger, Flossie	Albion, Indiana
Pribble, Vivian	Markle, Indiana
Pyle, Bessie	Denver, Indiana
Reahard, Blanche	Roann, Indiana
Railsback, Ora	Argos, Indiana
Raymer, Dorothy	Deedsville, Indiana
Schwalm, Gertrude	Wakarusa, Indiana
Shaffer, Paul	Huntington, Indiana
Shaw, Gladys	Star City, Indiana
Shellhouse, Jay	Corunna, Indiana

Shoemaker, Francis	Wabash, Indiana
Shultz, Herman	Huntington, Indiana
Sink, Iva	Markle, Indiana
Smith, Verl	North Manchester, Indiana
Snell, Clara	North Manchester, Indiana
Strope, Albert	Wakarusa, Indiana
Swank, Lulu	Bellefontaine, Ohio
Throne, Lucile	Huntington, Indiana
edford, Frank	Burnetts Creek, Indiana
Tombaugh, Ruth	Roann, Indiana
Ulman, Ross	North Manchester, Indiana
Wadenstorfer, Ina	Laketon, Indiana
Wagoner, Melvin	Sidney, Indiana
Weesner, Eugene	Somerset, Indiana
Werking, Russell	North Manchester, Indiana
Whitehead, Mina	Muncie, Indiana
Winger, J. O.	North Manchester, Indiana
Winger, Jesse	Marion, Indiana
Wilson, Marjorie	Laketon, Indiana
Wise, Frank	Wakrrusa, Indiana
Wolfe, Roy	Plymouth, Indiana
Woods, Leota	Morocco, Indiana
Yoder, Paul	Howe, Indiana
Zobrosky, Lawrence	Morocco, Indiana
Zumbrum, Wilda	Churubusco, Indiana

Total, 145.

ACADEMY

Beeghley, Chester,	Dayton, Ohio
Bittle, William	Manistee, Michigan
Blough, Roy	North Manchester, Indiana
Boomler, Lillie	North Manchester, Indiana
Boone, Clara	North Manchester, Indiana
Butterbaugh, Marie	Silver Lake, Indiana
Byerly, Lois	Decatur, Indiana
Coffman, John	Wooster, Ohio
Davenport, Ray	Goshen, Indiana
Defries, Harriet	North Manchester, Indiana
Defries, Ruth	North Manchester, Indiana
Dodge, Arthur	Lima, Ohio
Douglas, Loraine	Babcock, Georgia
Dunbar, Austin	Bowers, Indiana
Dunbar, Willard	Bowers, Indiana
Dunning, Ada	Wenatchee, Washington
Eikenberry, Esther	Arcanum, Ohio
Funderburg, Daniel	North Manchester, Indiana
Grossnickle, Sharon	Marilla, Michigan
Halliday, Leslie	Greenville, Ohio
Hampton, Willie	Waynesboro, Mississippi
Hawbecker, Lee	North Manchester, Indiana
Hawbecker, Merlin	North Manchester, Indiana
Hendrix, Ada	North Manchester, Indiana
Hoover, Grace	Milford, Indiana
Jobes, Pearl	Arcanum, Ohio
Jobes, Herschel	Arcanum, Ohio
Joseph, Hattie	Lima, Ohio
Kline, Pearl	Decatur, Indiana
Kreighbaum, Charles	Granger, Indiana
Kreigbaum, Iden	Granger, Indiana
Kreighbaum, Lisle	South Bend, Indiana
Lautzenhiser, Bertha	North Manchester, Indiana

Lehman, Goldia	New Weston, Ohio
McKee, Cuba	North Manchester, Indiana
Miller, D. L.	Gaston, Indiana
Minnich, Ruth	Greenville, Ohio
Mohler, Sherman	Magadore, Ohio
Moy, Gwong	Canton, China
Netzley, Gertrude	Union City, Indiana
Noll Lulu	Butternut, Michigan
Norris, Paul	Marion, Indiana
Olwine, Chester	Monroe, Indiana
Orebaugh, Hilbert	Richmond, Indiana
Petcher, Marie	Citronelle, Alabama
Pulley, Harry	North Manchester, Indiana
Replogle, Earl	Flora, Indiana
Ridenour, Desso	Continental, Ohio
Rudy, George	Massilon, Ohio
Sell, Cecil	Fredonia, Kansas
Singer, Victor	North Manchester, Indiana
Smith, Clarence	Muncie, Indiana
Smith, Eunice	North Manchester, Indiana
Snider, Ralph	Lima, Ohio
Sparks, Clarence	Sidney, Ohio
Stout, John	Kitchel, Indiana
Strauss, Ada	Nappanee, Indiana
Ulrey, Fred	Goshen, Indiana
Waas, Roy	Fredonia, Kansas
Waas, Bennie	Fredonia, Kansas
Weaver, Irvin	Bremen, Indiana
Weaver, H. S.	West Manchester, Ohio
Weller, D. P.	Continental, Ohio
Weller, H. A.	North Manchester, Indiana
Weller, Lloyd	North Manchester, Indiana
Weller, Russell	North Manchester, Indiana
White, Pearl	Vinegar Bend, Alabama
Winger, John	North Manchester, Indiana
Winger, Cora	North Manchester, Indiana
Winger, Mabel	North Mancehster, Indiana
Winger, J. O.	North Manchester, Indiana
Yaney, Augustus L.	Decatur, Indiana
Yaney, Edith	Decatur, Indiana
Young, Eli	East Akron, Ohio
Young, Fred	East Akron, Ohio
Younker, Frank	Creston, Ohio

Total, 76.

BIBLE

Anglemyer, George	Nappanee, Indiana
Beard, Mrs. Martha	Nappanee, Indiana
Beeghley, Ada	Dayton, Ohio
Boone, Clara	North Manchester, Indiana
Brown, Ralph	Continental, Ohio
Brubaker, Iva	Columbiana, Ohio
Butterbaugh, Marie	Silver Lake, Indiana
Coffman, John	Wooster, Ohio
Dodge, Arthur	Lima, Ohio
Dunbar, Joe	Bowers, Indiana
Eikenberry, Mary	Arcanum, Ohio
Funderburg, Flora	North Manchester, Indiana
Funderburg, Daniel	North Manchester, Indiana
Funderburg, Ethel	New Carlisle, Ohio
Gump, Iva	Churubusco, Indiana
Hawke, Walter,	New Carlisle, Ohio

Haynes, Walter	Swayzee, Indiana
Heeter, Tressie	Roann, Indiana
Hoke, Katie	Greenville, Ohio
Hollinger, E. S.	Hollansburg, Ohio
Holsinger, Amy	Brethren, Michigan
Hoover, Grace	Milford, Indiana
Irvin, Floyd	Creston, Ohio
Jobes, Mrs. Pearl	Arcanum, Ohio
Joseph, Hattie	Lima, Ohio
Kreighbaum, Charles	Granger, Indiana
Long, Mary	Bradford, Ohio
McKee, Cuba	North Manchester, Indiana
McKinley, Florence	Shideler, Indiana
Miller, Elsie	Columbiana, Ohio
Miller, D. L.	Gaston, Indiana
Moy, Gwong	Canton, China
Neher, Royal	Warsaw, Indiana
Netzley, Gertrude	Union City, Indiana
Noll, Lulu	Butternut, Michigan
Petery, Roy	West Manchester, Ohio
Phillips, George	Goshen, Indiana
Press, Ida	Walkerton, Indiana
Replogle, Frank	Rossville, Indiana
Ridenour, Desso	Continental, Ohio
Schwalm, Florence	North Manchester, Indiana
Senger, Nettie	Panora, Iowa
Shively, Marie	North Manchester, Indiana
Smeltzer, Olive	North Manchester, Indiana
Smith, Eunice	North Manchester, Indiana
Sollenberger, Laurel	Tippecanoe City, Ohio
Sollenberger, Mrs. I. J.	North Manchester, Indiana
Stinebaugh, Etta	Camden, Indiana
Strauss, Ada	Nappanee, Indiana
Strycher, Gladys	Nappanee, Indiana
Swihart, Huber	Roann, Indiana
Timberlin, Mary	North Manchester, Indiana
Tinkle, William	Shideler, Indiana
Wagoner, Anna	Colburn, Indiana
Weaver, Myrtis	Goshen, Indiana
Weaver, Irvin	Breman, Indiana
Weller, D. P.	Continental, Ohio
Weller, H. A.	North Manchester, Indiana
Weybright, Elizabeth	Trotwood, Ohio
White, Pearl	Vinegar Bend, Alabama

Total 61; 20 not previously counted.

BOOKKEEPING

Baer, Forrest	Urbana, Indiana
Barnhart, Wilbur	North Manchester, Indiana
Beaman, McKinley	North Manchester, Indiana
Blough, Carman	North Manchester, Indiana
Burr, Thurl	North Manchester, Indiana
Davenport, Ray	Goshen, Indiana
Driver, Gale	Lima, Ohio
Driver, Emmett	Lima, Ohio
Fishburn, Vernon	Mexico, Indiana
Garver, Lief	Poland, Ohio
Gebhart, Irvin	New Carlisle, Ohio
Gochenour, Floyd	Rossville, Indiana
Gump, Mary	North Manchester, Indiana
Gump, Effis	Garrett, Indiana

Hawbecker, Lee	North Manchester, Indiana
Himes, Mark	Ladoga, Indiana
Joseph, Jesse	Lima, Ohio
Kitson, Lower	North Manchester, Indiana
Peters, Forrest	Tippecanoe City, Ohio
Lefforge, Alta	North Manchester, Indiana
Maple, Nina	South Whitley, Indiana
Martin, Frances	North Manchester, Indiana
Mathews, Roy	Leesburg, Indiana
McKee, Cuba	North Manchester, Indiana
Metzger, Ross	Rossville, Indiana
Miller, Clara	Lima, Ohio
Mummert, Thelma	North Manchester, Indiana
Ohmart, Rosa	North Manchester, Indiana
Olwin, Chester	Monroe, Indiana
Patzel, Antonette	Lancaster, Wisconsin
Schubert, Milton	North Manchester, Indiana
Smith, Clarence	Muncie, Indiana
Smith, Eunice	North Manchester, Indiana
Snider, Ralph	Lima, Ohio
Ulrey, Fred	Goshen, Indiana
Walters, Mattie	North Manchester, Indiana
Workman, Bryant	North Manchester, Indiana

Total, 37; 26 not previously counted.

SHORTHAND AND TYPEWRITING

Baer, Forrest	North Manchester, Indiana
Barnhart, Wilbur	North Manchester, Indiana
Blough, Carman	North Manchester, Indiana
Burr, Thurl	North Manchester, Indiana
Driver, Gale	Lima, Ohio
Driver, Emmett	Lima, Ohio
Fishburn, Vernon	Mexico, Indiana
Gochenour, Floyd	Rossville, Indiana
Grisso, Lillian	North Manchester, Indiana
Gump, Mary	North Manchester, Indiana
Gump, Effie	Garrett, Indiana
Hiller, C. M.	Spencer, Ohio
Kitson, Lower	North Manchester, Indiana
Lefforge, Alta	North Manchester, Indiana
Maple, Nina	South Whitley, Indiana
Martin, Robert	Liberty Mills, Indiana
Mathews, Roy	Leesburg, Indiana
McKee, Cuba	North Manchester, Indiana
Metzger, Ross	Rossville, Indiana
Miller, Clara	Lima, Ohio
Mummert, Thelma	North Manchester, Indiana
Ohmart, Rosa	North Manchester, Indiana
Overholser, Opal	North Manchester, Indiana
Replogle, Frank	Rossville, Indiana
Schubert, Milton	North Manchester, Indiana
Teel, Lucy	Camden, Indiana
Ulrey, Earl	Sidney, Indiana
Workman, Bryant	Fredericktown, Ohio

Total, 28; 4 not previously counted.

MUSIC

Piano

Defries, Harriet	North Manchester, Indiana
Dickey, Florence	North Manchester, Indiana

Douglas, Loraine	Babcock, Georgia
Eldridge, Dora	Kendalville, Indiana
Ewert, Ruth	Markle, Indiana
Freed, Sarah	Williamstown, Ohio
Gable, Ruth	North Manchester, Indiana
Gerber, Edna	Weillersville, Ohio
Gump, Iva	Churubusco, Indiana
Heeter, Tressa	Roann, Indiana
Hill, Matie	Elkhart, Indiana
Hoke, Katie	Greenville, Ohio
Holsinger, Amy	Brethren, Michigan
Horst, Cora	Spencer, Ohio
Ikenberry, Marie	North Manchester, Indiana
Ikenberry, Anna	North Manchester, Indiana
McKee, Alpha	North Manchester, Indiana
McKinley, Florence	Shideler, Indiana
Miller, Fern	North Manchester, Indiana
Minnich, Ruth	Greenville, Ohio
Nagle, Clyde	North Manchester, Indiana
Noll, Clara	Butternut, Michigan
Petry, Roy	West Manchester, Ohio
Rennecker, Gertrude	Smithville, Ohio
Ross, Rudy	Sidney, Ohio
Ryan, Gladys	Darlington, Indiana
Shinkle, Lauretta	Bippus, Indiana
Smith, Alvada	Corunna, Indiana
Stinebaugh, Etta	Camden, Indiana
Strycher, Gladys	Nappanee, Indiana
Throne, Vera	Pioneer, Ohio
Ulrey, Anna	North Manchester, Indiana
Weller, Russell	North Manchester, Indiana
Weller, Mrs. D. P.	Continental, Ohio
Weller, Vernie	Continental, Ohio
Wertenberger, Etna	Laketon, Indiana
Williams, Perry	Plattsburg, Missouri
Wyse, Mabel	Wauseon, Ohio

Total, 38; 21 not previously counted.

Voice

Boomler, Catherine	North Manchester, Indiana
Brown, Ralph	Continental, Ohio
Brubaker, Mrs. H. A.	Virden, Illinois
Dickey, Florence	North Manchester, Indiana
Eldridge, Dora	Kendalville, Indiana
Emley, Mae	Laketon, Indiana
Freed, Sarah	Williamstown, Ohio
Funderburg, Ethel	New Carlisle, Ohio
Gerber, Edna	Weilersville, Ohio
Grosh, Pearl	Elkhart, Indiana
Grossnickle, Warren	North Manchester, Indiana
Gump, Iva	Churubusco, Indiana
Heeter, Tressa	Roann, Indiana
Hill, Matie	Elkhart, Indiana
Holsinger, Amy	Brethren, Michigan
Horst, Cora	Spencer, Ohio
Hoshaw, Loyal	Ockley, Indiana
Joseph, Jesse	Lima, Ohio
Kreighbaum, Lisle	South Bend, Indiana
McKinley, Florence	Shideler, Indiana
Michael, Orpha	Sidney, Indiana
Miller, D. L.	Gaston, Indiana

Moyer, Lela	Alvordton, Ohio
Nagle, Clyde	North Manchester, Indiana
Netzley, Gertrude	Union City, Indiana
Noll, Clara	Butternut, Michigan
Petry, Roy	West Manchester, Ohio
Rudy, George	Massilon, Ohio
Ryan, Gladys	Darlington, Indiana
Shinkle, Lauretta	Bippus, Indiana
Smith, Alvada	Corunna, Indiana
Stinebaugh, Etta	Camden, Indiana
Strycher, Gladys	Nappanee, Indiana
Throne, Vera	Pioneer, Ohio
Ulrey, Anna	Marion, Indiana
Weaver, Hattie	Bremen, Indiana
Weaver, Mrs. H. S.	West Alexandria, Ohio
Weller, Russell	North Manchester, Indiana
Weller D. P.	Continental, Ohio
Wertenberger, Etna	Laketon, Indiana
White, Pearl	Vinegar Bend, Alabama
Wine, Mary	North Manchester, Indiana
Wyse, Mabel	Wasseon, Ohio

Total, 43; 5 not previously counted.

EXPRESSION

Anglemyer, George	Nappanee, Indiana
Beard, Mrs. Martha	Nappanee, Indiana
Brown, Ralph	Continental, Ohio
Funderburg, D. D.	New Carlisle, Ohio
Horst, Cora	Spencer, Ohio
Little, Mrs. Thurl	North Manchester, Indiana
Noll, Lulu	Butternut, Michigan
Noll, Clara	Butternut, Michigan
Petcher, Marie	Citronelle, Alabama
Shively, Marie	North Manchester, Indiana
Timberlin, Mary	North Manchester, Indiana
Winger, Mabel	North Manchester, Indiana
Woods, Beulah	Spencer, Ohio

Total, 13; 1 not previously counted.

ART

Boomler, Lillie	North Manchester, Indiana
Brookins, Minnie	North Manchester, Indiana
Dickey, Florence	North Manchester, Indiana
Eberhart, Nona	Huntington, Indiana
Frederick, Ruth	North Manchester, Indiana
Gotschall, Ilo	North Manchester, Indiana
Neher, Medford	Argos, Indiana
Ohmart, LaVon	Silver Lake, Indiana
Ohmart, Martha	North Manchester, Indiana
Ryan, Gladys	Darlington, Indiana
Weybright, Elizabeth	Trotwood, Ohio
Wolfe, Grace	North Manchester, Indiana
Workman, Orpha	North Manchester, Indiana

Total, 13; 6 not previously counted.

AGRICULTURE

Anglemyer, George	Nappanee, Indiana
Coffman, John	Wooster, Ohio
Dunbar, Austin	Bowers, Indiana
Garver, Lief	Poland, Ohio

Hawbecker, Lee	North Manchester, Indiana
Himes, Mark	Ladoga, Indiana
Joseph, Jesse	Lima, Ohio
Karns, Anna	Tippecanoe City, Ohio
Keener, Anna	New Madison, Ohio
Kindy, Glen	Huntington, Indiana
Kindy, Ivan	Huntington, Indiana
Kreighbaum, Charles	Granger, Indiana
Murray, Grace	North Manchester, Indiana
Olwin, Chester	Monroe, Indiana
Phillips, George	Goshen, Indiana
Replogle, Earl	Flora, Indiana
Sites, Sudie	Burnetts Creek, Indiana
Smith, Clarence	Muncie, Indiana
Smith, Lois	North Manchester, Indiana
Snider, Ralph	Lima, Ohio
Swihart, Huber	Churubusco, Indiana
Yaney, Augustus	Decatur, Indiana
Young, Eli	East Akron, Ohio
Young, U. R.	Hamlet, Indiana

Total, 24; 1 not previously counted.

SPECIAL STUDENTS

Hendrix, Everett	North Manchester, Indiana
Hoover, E. E.	Deedsville, Indiana
Ikenberry, Mrs. L. D.	North Manchester, Indiana
Slater, Mrs. E. O.	North Manchester, Indiana
Winger, Robert	North Manchester, Indiana
Young, U. R.	Hamlet, Indiana
Young, Mrs. U. R.	Hamlet, Indiana

Total, 7; 6 not previously counted.

Total number of students enrolled, 427.

Index

ACADEMY 47
  Course of Study 47
  Description of Courses 48
  Electives and Substitutes 48
BIBLE DEPARTMENT 41
ART DEPARTMENT 61
BIBLE DEPARTMENT 47
  Affilation with Bethany Bible School 41
  Aim 41
  Bible Normal Course 43
  Description of Subjects 41
  Seminary Course 44
  Special Bible Term 46
CALENDAR 2
CATALOGUE OF STUDENTS 71
  Classification 74
  Graduates 71
COLLEGE OF LIBERAL ARTS 16
  Admission to Advanced Standing 16
  Advanced Studies 17
  Biblical Literature 20
  Botany and Biology 27
  Chemistry 26
  Description of Courses 18
  Degrees 16
  Economics and Finances 28
  Education 30
  Elective Studies 17
  English and Public Speaking 23
  French 25
  German 25
  Greek 25
  History 21
  Latin 25
  Major Work 17
  Mathematics 19
  Music 30
  Philosophy 18
  Political and Social Science 22
  Prescribed Subjects 17
  Other Sciences 27
  Oratory and Expression 29
  Requirement for Admission 16
  Requirements for Graduation 17
  Thesis 17
COLLEGE EXTENSION DEPARTMENT 67
COMMERCIAL DEPARTMENT 51
  Courses 51
  General Information 56
  Outline of Courses 55
  Penmanship 57
  Shorthand 53
  Typewriting 53
DOMESTIC SCIENCE 32
ENTRANCE TO COLLEGE 69
EXAMINATIONS 71

- EXPRESSION AND PUBLIC SPEAKING 63
- FACULTY 4
- GENERAL INFORMATION 70
- LECTURE COURSE 13
- MANCHESTER COLLEGE 8
  - Departments and Courses 15
  - Endowment 11
  - Government 14
  - Grounds and Buildings 9
  - History 8
  - Laboratories 10
  - Library 11
  - Location 8
  - Museum 11
  - Religious Attitude and Activity 9
  - Religious Organizations 13
  - Societies 12
- MUSIC 58
  - Arrangement of Courses 58
  - General Regulations 60
  - Piano 58
  - Public School Course 60
  - Vocal Department 59
- NORMAL SCHOOL 35
  - Classes and Licenses 36
  - Courses of Study 35
  - Normal English Course 37
  - Special Courses 37
  - Ohio Normal Requirements 37
  - Department of Education 38
  - Scope of the Work 35
- PHYSICAL CULTURE 64
- PUBLICATIONS 13
- SUMMER SCHOOL 65
- STANDING COMMITTEE OF FACULTY 7
- VOCATIONAL EDUCATION 31
  - Agriculture 31
  - Course of Study 31
  - Description of Courses 31
  - High School Agriculture Course 32
  - Industrial Arts 34
  - Manual Training 34
  - Cooking 32
  - Sewing 33
- COLLEGE TRAINING SCHOOL 39
  - Description of Courses 39
  - Arithmetic 39
  - Grammar 39
  - Reading 39
  - Geography 40
  - History and Civics 40
  - Physiology and Hygienes 40

Manchester College

BULLETIN

Vol. 9 APRIL, 1916, No. 50

CATALOGUE

1916-1917

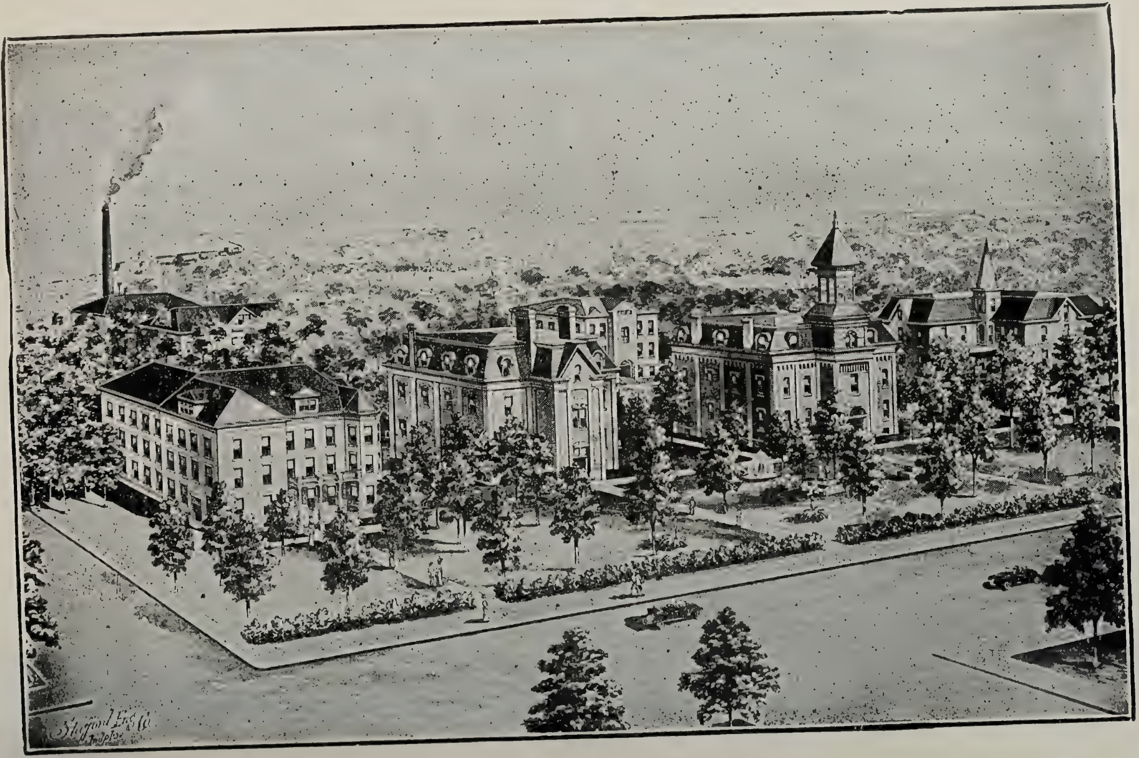
THE LIBRARY
OF THE
UNIVERSITY OF ILLINOIS
FEB 1 1917

PUBLISHED BI-MONTHLY BY

MANCHESTER COLLEGE

NORTH MANCHESTER, IND.

COLLEGE BUILDINGS AND GROUNDS



Young Men's Hall *Chapel* *College Hall* *Ladies' Home*

The gymnasium is located just back of the chapel. The new science hall is located just back of the college hall.

The new heating plant … ball grounds are beyond the ladies' home.

Greenhouse at far end of quadrangle which extends north from …

CATALOGUE NUMBER

OF THE

Manchester College

BULLETIN

1916-1917

UNIVERSITY OF ILLINOIS LIBRARY
FEB 27 1917

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Brethren in Indiana and Ohio

THIS CATALOGUE is free to friends, patrons, former students and prospective students. It costs too much, however, to have it thrown aside with a passing glance into the waste basket. Read it yourself and see what the school is doing; then tell others that they, too, may become interested. If you do not receive a copy, write to the college, and it will be sent to you at once.

Manchester College Bulletin

Entered Dec. 24 1907, at North Manchester, Ind., as second-class matter under act of Congress of July 16, 1894.

Vol. 9. APRIL, 1916 *No. 50*

Calendar 1916-1917

FALL TERM TWELVE WEEKS

September 12, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 24, Monday—Mid-fall term opening.
November 28, and 29—Term examinations.
November 30, Thursday—Thanksgiving recess.

WINTER TERM TWELVE WEEKS

December 4, Monday—Winter term opens.
December 22, Friday—Holiday vacation begins.
January 2, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM JANUARY 2 TO 12

March 1 and 2, Thursday and Friday—Term Examinations.

SPRING TERM TWELVE WEEKS

March 5, Monday—Spring term opens.
April 16, Monday—Mid-spring term opening for teachers.
Graduating Theses Due.
May 18, Friday—Reception to graduates.
May 19, Saturday—Joint program of Literary Societies.
May 20, Sunday—Sermon to graduates.
May 22 and 23, Tuesday and Wednesday—Term examinations.
May 23, Wednesday afternoon—Business meeting of the Alumni.
May 24, Thursday—Last chapel service and class day exercises.
Thursday Evening—Annual Commencement

SUMMER NORMAL TWELVE WEEKS

May 28, Monday—Summer Normal opens.
July 9, Monday—Mid-summer term opening.
August 16 and 17, Thursday and Friday—Term examinations.
August 19—Summer Normal closes.

Organization

BOARD OF TRUSTEES

G. A. Snider, Chairman	Lima, Ohio
Lewis W. Teeter, Secretary	Hagerstown, Indiana
D. B. Garber, Treasurer	Markle, Indiana
J. L. Cunningham	Flora, Indiana
Frank Kreider	Goshen, Indiana
John Calvin Bright	Laura, Ohio

EXECUTIVE BOARD

Otho Winger, President,	North Manchester
L. D. Ikenberry, Secretary	North Manchester
D. B. Garber, Treasurer	Markle, Indiana
Manly Deeter, Field Representative	Milford, Indiana.

GENERAL EDUCATIONAL BOARD

D. W. Kurtz Chairman	McPherson, Kansas
D. M. Garver, Vice-Chairman	Trotwood, Ohio
J. H. B. Williams, Secretary-Treasurer	Elgin, Ill.
J. S. Flory	Bridgewater, Va.
I. W. Taylor	Neffsville, Pa.

Faculty 1916-1917

OTHO WINGER, A. M., PRESIDENT. Philosophy.
Manchester College, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., Secretary, Mathematics and Science.
Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kan., 1893-1894. A B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893; President, Ibidem, 1897-1900. Chariman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912.

S. S. BLOUGH, M. E., A. B., Biblical Literature.
B. E. Juniata College, 1893; M. E., 1895. Student in Pittsburg School of Methods. Student in Bethany Bible School, 1908-1911. Pastor of Church of the Brethren, Pittsburg, Pa., 1900-1907. Pastor of the Church of the Brethren, Batavia, Ill., 1908-1911. Pastor of the Church of the Brethren North Manchester, Ind., and Instructor in Manchester College. 1911-1913. Student and Instructor in Biblical Literature in Manchester College, 1913-1915. A. B., 1915. Professor of Biblical Literature in Manchester College since 1915.

CHARLES LECKRONE, A. M., Ancient Languages and Education.
Graduate of Mt. Morris College, Academic Course, 1894. Graduate Indiana State Normal, 1897. A. B., Indiana University, 1900. Principal of Schools, Brownsburg, Ind., 1897-1899. Superintendent of Schools Brownsburg, Ind., 1901. Professor Mathematics and Latin, Warsaw High School, 1901-1902. Instructor and graduate student, Indiana University, 1902-1903. A M., 1913. Principal High School, Petersburg, Ill., 1903-1905. Principal High School. Charleston, Ill., 1905-1907. Professor Mathematics, Manual Training School of Washington University, St. Louis, 1907-1912. Graduate Student in Summer Schools; University of Chicago, 1904 and 1910; University of Missouri, 1908; University of Michigan, 1911. Professor of Education, Mathematics and Ancient Languages, Manchester College since 1912. Ancient Languages and Mathematics since 1913.

***H. S. HIPPENSTEEL, A. M., Education and English.**
Graduate of Indiana State Normal, 1892. Principal of North Manchester High School, 1892-1895. Student in Indiana University 1895-1896. A. B. Degree. Superintendent of Roann schools, 1896-1897. Superintendent of North Manchester city schools, 1897-1902. Superintendent of schools, Eaton, Ohio, 1902-1905. A. M. Degree, Earlham College, 1905. Superintendent of schools, Auburn, Indiana, 1905-1909. Professor of English in Wisconsin State Normal

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*Deceased April 25, 1916. Vacancy to be filled.

1909-1916. Taught in summer schools of Winona Lake, Manchester College and Indiana State Normal. Post Graduate work Chicago University. Member N. E. A. Professor of Education and English, Manchester College, 1916.

EDWARD KINTNER, A. M., Science and Agriculture. Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchestor College, 1909-1912. A. B. Degree. Post-graduate in Ohio State University, Summer 1912 and 1913, A. M., 1914. Professor Science and Agriculture, Manchester College since 1912.

VERNON SCHWALM, A. M. History and Political Science. Student in Manchester College 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree. Graduate student, University of Chicago, summer schools of 1913 and 1914 and winter and spring terms of 1916. Student in Bethany Bible School, fall term, 1915. A. M. degree, University of Chicago 1916. Professor of History and Political Science since 1913.

****I. J. SOLLENBERGER, A. B., Science and Agriculture.** Graduate of Butler High School, 1910. Student in Manchester College 1910-1914. Instructor, 1912-1914. A. B., 1914. Graduate student in Ohio State University summer session, 1914. Professor of Science, Manchester College since 1913.

CORA M. STAHLY, B. Mus., Director of Music Department. Graduate of Teachers' Certified Course, Manchester College, 1897. Student in Chicago College of Music, 1899-1900. Instructor in Music in Smithville College, and Student in Wooster University, 1901. Private Teacher of Music 1901-1911. Student in Chicago Music College and Graduate under William Sherwood, B. Mus., 1911. Director of Music Department in Manchester College since 1911.

SADIE I. STUTSMAN, A. B., Expression and Art. Graduate of the Academy of Maryland Collegiate Institute, 1904. Private Study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Instructor in Art and Expression, Manchester College since 1907. Student in College of Liberal Arts, A. B. degree, 1916.

J. W. LEONARD, A. B., German and French. Graduate of Bryan High School, 1909. Teacher in public schools of Ohio, 1909-1913. Student and Instructor in Manchester College, 1913-1916. A. B. degree. Graduate Student Ohio State University Summer school 1916.

MYRTLE L. ZEIGNER, B. S., Home Economics. Graduate of Columbus, Indiana High School 1909. "A" and "B" courses in Indiana State Normal. Two years' experience teaching in public schools. Student in Purdue University 1911-1913 and 1914-1915. Supervisor of Home Economics in Edinburg schools, 1913-1914. Professor of Home Economics, Manchester College since 1915.

**Absent on leave for 1916-1917.

L. W. SHULTZ, A. B. Principal Preparatory School.
Graduate of Lancaster High School,, 1907. Student in Manchester College (summer session) 1907-1910. Principal of Lancaster High School 1910-1911. Student in Manchester College and assistant in Mathematics and German, 1911-1914. A. B. 1914. Graduate student in Chicago University, Summer session 1914. Superintendent Lancaster township schools 1914-1916. Principal Preparatory School, Manchester College since 1916.

ORPHA WORKMAN, B. ACCTS., Stenography and Typewriting.
Graduate Stenographic Course, Manchester College, 1911. Graduate Commercial Teachers' Course, Manchester College 1912. Professor of Stenography since 1914 in Manchester College.

ESTHER SHIVELY, Methods and Observation.
Graduate Indiana State Normal. Critic teacher Manchester College 1910-1914. Principal of Training School from 1914.

O. L. HOOVER, A. B., Biology and Physics.
Graduate Normal English course, Manchester College, 1908. Student in college of liberal arts, 1913. A. B. degree.

INEZ SHARP, Piano and Harmony.
Graduate of High School, Youngstown, Ohio, 1908. Private lessons during public school course. Student in music two years in Danas Musical Institute, under Prof. Jacob Schmidt two years at Champaign, Ill.; one year in Berlin and Vienna, 1913-1914; under Howard Wells of Chicago, 1916.

C. G. BLOUGH, B. Com. Accounting.
Graduate Manchester Academy. Student and teacher in Manchester College, 1914-1916.

J. C. KEEVER, Industrial Arts.
Graduate of Monticello High School. "A" and "B" Courses in Manchester College. Student in two summer schools Purdue University. Student in two summer schools Stout Institute. Supervisor of Industrial Education Ladoga schools 1913-1915.

W. C. STINEBAUGH, Penmanship.
Graduate of Akron High School, 1911. Class "A" Winona College. Student Zanerian College of Penmanship, Summers 1913 and 1914. Student five terms in Manchester College.

STUDENT TEACHERS IN PREPARATORY DEPARTMENT

Galen B. Royer	Mathematics
Burton Metzler	Mathematics
Dio Holl	Latin
Jacob Gingerich	German
Ethel Gwinn	Science
Edith Bowman	Domestic Science
D. E. Sites	Agriculture

SPECIAL TEACHERS

Erma Brown	Critic teacher, grades five and six
Rose Rinehart	Critic teacher, grades one and two
Anna C. Beahm	Hall teacher, Ladies' Home
M. C. Miller	Athletics
Pearl Grosh	Assistant Grading Manuscripts

ASSISTANT OFFICERS

C. A. Wright	Supt. of Young Men's Hall
Ada Hendrix	Supt. of Ladies' Home
O. L. Replogle	Engineer
Nellie Creddlebaugh	Librarian
Ida Press	Secretary to President
Anna Ikenberry	Bookkeeper

STANDING COMMITTEES OF FACULTY

Rules and Discipline—President Winger, Ikenberry, Wright, Hendrix.

Graduation—President Winger, Ikenberry, Shults, Press.

Athletics—Ikenberry, Miller, Sites, Keever, C. G. Blough.

Religious—S. S. Blough, Beahm, Royer, Gwinn, Wright.

Literary Societies—Leckrone, Kintner, Shults, Grosh, Gingerich.

Library—Hippensteel, Creddlebaugh, Workman, Metzler, Holl.

Oratory and Debating—Schwalm, Stutsman, Shively, Sharp, Stinebaugh.

Social—Shults, Stahly, Ziegner, Bowman, Leonard, Hoover.

MANCHESTER COLLEGE

HISTORY

Manchester College had its beginning in 1889, when the first building, Bumgardner Hall, was erected. For six years the school was directed by representatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the present campus of ten acres and the one building was purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was cancelled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1906. The transfer of the property to the Church was made in such a way that the institution can never be encumbered with debt.

In 1904 Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

Since 1902 the institution has been controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees.

Since 1911 the enrollment has rapidly increased, especially in the College of Liberal Arts. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the summer of 1915 the students of the class of 1914 erected and presented to the college a Green-house. The same fall the Science and Agricultural Hall was completed. A new Ladies Home is part of the plans for the summer of 1916. The endowment has been growing and work is to be pushed rapidly to secure sufficient funds to standardize the school.

LOCATION

The College is located at North Manchester, Wabash county, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and is free from saloons.

North Manchester is easily reached, being situated on the Big Four railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Vandalia, a direct route between Toledo and St. Louis, passes through North Manchester and the Erie is only three miles south of the town. Rapid auto transit lines connect North Manchester with the following railroads: The Nickle Plate at South Whitley, the Pennsylvania at Warsaw, the Erie at Huntington and the Wabash at Wabasha. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE

It is the purpose of this institution to provide a liberal education, at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the State or the Church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethren, under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend: (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of that church in which their membership is held, by giving due notice of such desire.

In North Manchester there are six churches, viz: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran, and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

GROUNDS AND BUILDINGS

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine ten-acre campus on which the following buildings are located:

College Hall (erected in 1889). The first floor of this building is occupied by the Department of Education; one large recitation room and three training school rooms. Here the practice teaching is done. The second and third floors are occupied by the Conservatory of Music and the three Literary Society Halls. Here are a number of private music rooms and one large recitation room for Chorus.

Chapel Building (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor. The entire basement has recently been fitted up for manual training.

Ladies' Home (1898 and 1916). The original building has become entirely too small, and is now being enlarged and remodeled. In its new form it will accommodate one hundred students. The basement will contain the dining room, kitchens, storerooms and laundry. The building has the convenience of a well regulated home, being furnished with bathrooms, electric lights and steam heat. The rooms are well lighted and have a beautiful outlook upon the campus.

Young Men's Hall (1906). This building will accommodate 100 students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Gymnasium (1911). This building, 44x64, is the gift to the institution by the students and friends who realized the necessity of a place where proper physical exercise may be taken in the winter time. It is fitted up with parallel bars, swinging ropes, horizontal bars, basket ball apparatus, dumbbells and Indian clubs.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125 horse-power boilers and other modern equipment make it possible to furnish ample heat to any part of any building on the grounds.

Science Hall and Greenhouse (1915). These two buildings give ample facilities for work of the science department. The laboratories are described in a following paragraph. The Science Hall also contains the labbratories of the department of Home Economics, and the Art Hall. The Greenhouse enables the students to carry on practical work in botany and horticulture throughout the year.

LABORATORIES

Laboratory space has been very greatly increased by the completion of the New Science Hall. There are now separate laboratories for Physics, Biology, Agriculture, and Chemistry. A gas plant is to be installed during the summer and will be ready for use at the opening of the fall term. Much new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicately adjusted D'Arsonval galvanometer, fitted with telescope and scale; a sextant; a Lang spectrometer including an A grade Wallace grating; a steam-hot plate for evaporating and digesting solutions; and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

The Physics Laboratory is provided with apparatus for experiments in Mechanics, Sound, Heat, Magnetism, Electricity, and Light. There is also a good supply of apparatus for illustrative purposes.

The Biological Laboratory is supplied with tables for individual investigation, compound microscopes, a microtome, and other necessary apparatus including stains and reagents. Each student is supplied with a locker for specimens, notebooks, etc.

Two laboratories on the first floor are devoted to chemistry—one for beginning work and Qualitative Analysis, the other for advanced work. Both are well lighted and ventilated and are provided with hoods, water supply, sinks, reagent bottles, etc. Two store-rooms in connection with the laboratories are well stocked with the necessary chemicals and glassware.

MUSEUM

The museum has been moved to the fourth floor of the Science Hall. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaelogical specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY

The Library is large and commodious. The room and shelf capacity have been greatly increased in recent years, and good selections of books added, representing the different departments of the institution. Manchester College has secured the entire library of Dixon College, about twelve hundred volumes of standard books.

The reading room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT

It is a well known fact that no institution of higher learning receives sufficient funds from the tuition fees of its students to pay the salaries of its teachers. In order to compete successfully with other institutions of learning there is need of financial help by way of endowment, etc. The large universities and colleges are adding thousands and even hundreds of thousands of dollars every year to their already large amounts. It should not, therefore, seem unreasonable or a wild dream, for the trustees to ask for one hundred thousand dollars endowment for Manchester College. When this amount is secured the efficiency of the college will be greatly increased. A good beginning has already been made. With the friends of the institution fully awakened to this great need, it should not be difficult to secure the amount asked for.

Some may wonder how they can do this. The college has provided a number of ways for giving.

1. By free-will cash donations. These are the most helpful

of all, for it creates a fund, the entire income of which can be used for the immediate benefit of the institution.

2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of a donation.

3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a vry common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the fololwing form of bequest is suggested:

> I give and bequeath to D. B. Garber, Treasurer of Manchester College, North Manchester, Indiana, or
>
> to his successor in office the sum of ....
>
> ....dollars, for the use of said Institution as the Trustees may direct.
>
> Signed ....

SOCIETIES

Lincoln and Adelphian—These two societies afford students below the College Department a fine opportunity for literary culture and practice in conducting deliberative bodies. The exercises consist of reading, music, essays, orations and debates. The importance of this training cannot be overestimated. Academic students who are regular in attendance at either of these societies to which they belong and who are faithful in the performance of their duties there will be allowed one-half term's credit on the academic course for each full year they are active members.

The societies are under the control of the Executive Board, and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty appointed by the Executive Board exercises a careful supervision over this work.

The two societies have well arranged rooms on the third floor of the College Hall, where the meetings are held each Saturday evening in the school year. The halls are neatly fitted up and each contains a library and a piano.

All students except those in the College Department, or those who hold active membership in the Bible society, are urged to become active members of one of these literary societies. Students of college standing who have more than 45 hours credit cannot hold active membership in either of these societies.

Majestica Society—This society was organized in the fall of 1912 for the benefit of college students. Private programs are held weekly and occasionally a public program is given. The aim is to make the work of a grade that will be of most benefit to those of advanced standing. Those who are regular in attendance and faithful in the performance of duty will be allowed one-half hour credit on the college course for each term they are active members.

Commercial Club—This club was organized in 1910 for the commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

Civic and Oratorical League—This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of inter-collegiate literary contests. This year debates were held with Mt. Morris and Goshen colleges, Manchester losing to Goshen, but winning over Mt. Morris. It sent a reprsentative to the State Peace Oratorical Contest. The league also participated in the state discussion on the need of a new constitution for Indiana.

RELIGIOUS ORGANIZATIONS

Bible Society—This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Friday evening in the Bible room. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. B.—The Young Men's Christian Band meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. B.—The Young Women's Christian Band meets each Tuesday evening in the Reception Rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given.

The Volunteer Band—This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Occasionally public programs are given in the adjoining churches for the purpose of arousing missionary sentiment.

COLLEGE PUBLICATIONS

The College now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE

Each year a lecture course is given at the college. It brings to the students the opportunity of hearing some of the foremost men of the day, as well as some of the best entertainments.

GOVERNMENT

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations ,general pricipiles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students when enrolling, pledge themselves to obey the regulation of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

Departments and Courses

I. **LIBERAL ARTS COLLEGE,** Degrees. A. B. and B. S.

II. **ACADEMY**—The course is four years and prepares for the Normal School, College or University. Certified by the Indiana State Board of Education.

III. **NORMAL SCHOOL.**

1. Course of twelve weeks for teachers of Class "A."
2. Course of Twenty-four weeks for teachers of Class "B."
3. Course of three years for teachers of Class "C."
4. Normal English course.
5. Courses equivalent of Ohio Professional courses.

IV. **BIBLE.**

1. Bible Normal Course.
2. Arts Seminary course.

V. **MUSIC.**

1. Two years' certificate course.
2. Two years' vocal teachers course.
3. Two years' piano teachers course.
4. Diploma course (four years) in voice or piano.

VI. **BUSINESS COLLEGE.**

1. Commercial course (36 weeks) with certificate.
2. Commercial teachers' course (36 weeks) confers the degree Bachelor of Accounts.
3. Shorthand and typewriting course (36 weeks) with certificate.
4. Professional Penmanship.

VII. **ART.**

VIII. **EXPRESSION.**

XI. **PHYSICAL CULTURE.**

X. **AGRICULTURE.**

XI. **MANUAL TRAINING.**

XII. **DOMESTIC SCIENCE.**

Liberal Arts College

REQUIREMENTS FOR ADMISSION

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate of by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English three years (units); Mathematics, three years; Foreign Language, three years; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statements of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years 'successful teaching experience ,may be accepted by passing an examination in the required entrance subjects

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subects in which they are deficient. If they pursue the college course, these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING

Students coming from a institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Bachelor of Science. The degree B. S. may be conferred upon students who have completed four years' of college work, and who have taken not only their major in some one science but whose credits in the different sciences must total seventy-five hours.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following condition: 1. The student must have spent at least one year of residence work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject ,and it must show that the student has done careful thinking and research work.

Honorary degrees are seldom given.

REQUIREMENTS FOR GRADUATION

1. For graduation from the College Course 192 "hours" credit are required. Of these, one-half are prescribed.
2. The College year is divided into three terms of twelve weeks each. Fifteen to seventeen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.
3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES

Languages, thirty hours; History and Social Science, fifteen hours; English Literature and Composition, fifteen hours; Mathematics, ten hours; Science, fifteen hours; Bible, eight hours; Thesis, three hours.

MAJOR WORK

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES

Besides the prescribed studies and the major work, students must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the President and teachers of the department will advise the students as to best order. The Freshman student should take the following courses: English 1, some Language study, and mathematics or science.

No student will be allowed to enroll for more than seventeen hours' work without consent of the faculty, and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES

Students of junior and senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only. Courses designated for "Advanced Students and Graduates" will not ordinarily be open to Freshmen and Sophomores.

THESIS

During the senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular class work. More credit may be given if the character and amount of the work merit it.

Description of Courses

PHILOSOPHY AND RELIGION

President Winger

1. Psychology—The department offers three terms of Psychology. The work begins with a study of the simple processes of the mind. More specific problems are then taken up. The relation of Psychology to other branches of study, especially to Pedagogy. A comparative study of standard treatises and a current literature on the subject Daily three terms.

2. Logic—Terms, propositions, concepts, judgments, and fallacies will be given careful attention. Both inductive and deductive reasoning will be studied. Text-book with practical exercises. Three hours. Fall term.

3. Ethics—It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the principles of Christian ethics to practical problems. Three hours, Winter term.

4. Aesthetics—The definition, forms and standards of beauty will be studied. The relation of this subject to Psychology and Ethics will be noted. Open only to those who have had courses 1 and 3. Three hours, Spring term.

For Advanced Students and Graduates

5. Bible Doctrines—The aim of this course is to give to students who have had a survey of Biblical Literature a systematic study of the fundamental truths and doctrines of the Bible. Courses 1, 2, 3, and 4 of the Bible Department are pre-requisites. Two hours, three terms.

6. Introduction to Philosophy—The aim of this course is to acquaint the student with some of the prominent and interesting topics of Philosophy. The work of the year is divided into three parts: (1) Fall term. A brief survey is made of the History of Philosophy. (2). Winter term. A study will be made of the principal problems of metaphysics. (3) Spring term. The doctrine of theism and the positive claim of Christianity as the supernatural and final religion. Course 1 pre-requisite. Three hours, three terms.

7. Studies in Religion—The aim of this course is to give advanced students a comprehensive view of religion and its effects upon the world. The work of the year is divided into three parts: (a) Fall term. A brief survey of the history of the great religious system of the world. (b) Winter term. A study of the fundamental principles of religion in relation to psychology and philosophy. (c) A study of religious views as expressed in the writings of some of the world's greatest literature. Courses 1 and 3 are pre-requisites. Two hours, three terms.

8. Research Work—The aim of this work is to aid advanced students in Philosophy in investigating special problems. Some of the great philosophical classics will be studied.

MATHEMATICS

Professor Ikenberry

1. College Algebra—This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binomial theorem, partial fractions, premutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

2. Trigonometry—The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are thoroughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

3. Analytic Geometry—The work deals principally with Analytic Geometry of two dimensions. The elementary properties of the straight line, circle, and conics are discussed with a view to advanced work in mechanics and advanced work in general. Spring term, daily.

4. Differential Calculus—This course includes the differentiation of algebraic and transcendental functions, the development of continuous functions, evolution of illusory forms, determination of maxima and minima, and application to the theory of curves. One-half year, daily.

5. Integral Calculus—The work embraces forms, the elementary transformation, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical applications. One-half year, daily.

6. Advanced Analytical Geometry—In this course attention is given to the fundamental principles of analytical geometry. The work includes the discussion of the general equation of the second degree in two variables and in three variables, and a study of some of the more important transformations with applications. One term, daily.

7. Advanced Calculus—A study of infinite series, the general theorems of Taylor, Maclaurin and Euler with geometrical applications ,general methods of integration, definite integrals of curves, surface and volumes, with numerous applications to physical and mechanical problems. Two terms, daily.

8. Differential Equations—This course embraces the study of the theory or ordinary and partial differential equations, ultaneous equations, and ordinary and partial differential equations of higher orders. One term, daily.

9. Advanced Algebra—A course including complex numbers, determinants and elementary theory of equations. One term.

10. Theory of Equations—Open only to students who have cmpleted coures 4 and 5. One term.

Collateral Courses

11. Surveying—By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adustments. One term, daily.

12. Mathematical Astronomy—A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determinants of longitude, the recurrence of eclipses, and perturbations. One term, daily.

13. **History of Mathematics**—A course of reading designed to give the student some knowlege of the history and development of mathematics. One hour a week for one term.

14. **Teaching of Mathematics**—A course dealing with the nature of arithmetic, algebra and geometry. Special attention to present methods of teaching high school mathematics. Two hours, one term.

BIBLE

Professor Blough

1. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. Reference in Psalms, Wisdom Literature and Prophecy that throw light on historical conditions will be studied. Four hours for three terms.

2. **Life and Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. **The Acts and the Apostolic Age**—This is an advanved study in which not only the historical and geopraphical facts are studied, but also the background that these facts form for the understanding of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. **New Testament Epistles**—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

5. **Epistle of Hebrews**—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the church of the Brethren pertaining to those ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

3. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and

aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **Christian Worker's Course**—This is made up of courses 13, 14 and 15 of the Bible Department. They form a continuous course throughout the year of two hours per week.

11. **Christian Missions**—A study of Christian missions the scriptural, historical and present day points of view. Same as course 18 of the Bible Department. Two hours for three terms.

12. **Homiletics**—The principles of discourse as applied to sermon building will be worked out inductively. Drills in applying these principles to various types of sermons. Two hours for three terms.

HISTORY

Professor Schwalm

The aim of this department is to give courses both for the general student and for those intending to major in history. For the latter it is desirable that they place special emphasis upon some one of the many fields of history. To this end special courses dealing intensively with Modern European History have been arranged. Courses are offered giving a general knowledge of other fields and periods. The special student should not only know these, but should also know some special period well. Students majoring in history should also take fifteen hours in the department of Social and Political Science. In all history work in addition to the text-book, there will be lectures, collateral reading, reports, map-drawing and occasionally these showing original work.

General Courses

1. **Bible History**—A historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course 1, in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **American History**—A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and constitutional developments. Recitations, maps and assigned readings. Five hours, two terms.

3. **Greek History to Roman Conquest**—A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, art, literature, philosophy and religion. Daily, one term.

4. **Roman History to the Fall of the Empire**—While the political and military history is covered, special emphasis is placed upon the constitutional development, social and economical problems, Roman law, the later empire and the cause of the downfall. Daily, one term.

5. **Mediaeval History**—A survey of the changing events of the Mediaeval era. The conversion of the barbarian tribes, the feudal age and its problems, the development of modern

nations, Mohammedanism, the crusades, Europe and the Papacy and the Renaissance. Daily one term.

For Advanced Students and Graduates

6. **Church History**—This course will give the student a connected view of the History of the Christian Church from the Apostolic Age to the present. The third term deals more particularly with the history of missions. Three hours, three terms.

7. **History of England**—A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, report on assigned readings, maps. Three hours, three terms.

8. **Development of Modern Europe**—This is an intensive course dealing with all of the important periods of Modern European History. The work of the year is divided into three parts as follows: Fall term, the Renaissance and the Reformation; Winter term, Europe and the Enlightened Despots; Spring term, Europe and the Nineteenth Century. Daily three terms.

9. **Research**—Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's ability to do careful research work, as well as to gain a greater insight into the real conditions of certain periods. The amount of credit given will depend upon the amount and character of the work done.

10. **Teaching of History**—A course for advanced students who expect to teach history in the High Schools. Planning of lessons and the teaching of those lessons to High School students under the direction of the professor in charge. At hours to be arranged.

POLITICAL AND SOCIAL SCIENCE

Professor Schwalm

1. **Domestic Institutions**—The family as a social unit. Such questions as marriage, homelife and divorce will be considered. Two hours, one term.

2. **Country Life Movement**—This course aims to present the great possibilities of life in the country. The country church will be a special object of study. Two hours, one term.

3. **City Problems**—A course designed to acquaint the student with the conditions and problems of the large cities. Two hours, one term.

For Advanced Students

4. **Descriptive Sociology**—This course will embrace a study of the laws underlying the structure of human society and a brief survey of its historical development. Current theories and the conditions of existing society will be constantly noted. Three hours, one term.

5. **Social Pathology**—A general introduction to the study of degenerate classes. The problems of intemperance, pauperism and crime will be given special attention. Three hours, one term.

6. **Social Psychology**—A survey of the literature and prob-

lems of social consciousness. Lectures and discussions of assigned readings. Three hours, one term.

7. **Political Science**—A study will be made of the nature, origin, forms and functions of the state. A comprehensive study of governments, both past and present, will be made to show how general principles are applied. Questions of international law will be noted. One term, daily.

8. **Constitutional Government**—This will be a thorough study of the principles and operations of the American government. The constitution of the United States will be carefully analyzed and the constitutional and political history of the country reviewed. Party problems and policies; state, city and local government will be investigated. One term, daily.

9. **Political Economy**—The aim of this course is to study not merely the fundamental principles of the science, but also some thing of their practical application to existing conditions, especially in the United States. Daily, one term.

DEPARTMENT OF ENGLISH

*** Professor Hippensteel**

Miss Grosh

All students who graduate from the college will be required to complete course 1, or its equivalent. Course one is given every year. Some of the other courses alternate, determined by the demands and needs of the students. At least forty-five hours from these courses will be given each year.

1. **Introduction to Literature and Composition**—The aim of this course is twofold. (a) To give the College Freshman an historical survey of English and American Literature. Representative classics from the different literary periods will be read rapidly. Special efforts will be made to show how these classics reflect the lives and characters of the authors, and the spirit and ideals of the age. (b) To develop the power to write correctly and effectively. Essays of the most skillful prose writers will be studied, and the style and diction carefully noted. Daily throughout the year.

2. **Shakespeare and Dramatic Literature**—A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction**—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Chief American Poets**—Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, one term.

For Advanced Students and Graduates

5. **Early English Poetry**—A study of the work of Chaucer, Spenser and Milton. Three hours, one term.

6. **Eighteenth Century Literature**—Selections from Addison, Pope, Johnson, Goldsmith and others. Three hours, one term.

7. **Literary Criticism**—A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Three hours, one term.

8. **Advanced Composition**—A course for students who are

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* Deceased. Vacancy to be filled.

prepared for advanced work in English Composition. Special attention will be given to the subject matter of theme and the logical arrangement. Two hours, three terms.

9. Romantic Literature—A study of the Romantic movement and some of the chief poets of that age: Wordsworth, Coleridge, Shelly, Keats and others. Daily, one term.

10. Nineteenth Century Poetry—A critical and interpretive study of masterpieces from Tennyson, Browning, Arnold and others. Daily, one term.

11. Nineteenth Century Prose—The reading and careful study of selections from the works of such great prose writers as Macauley, Carlyle, Newman, Emerson and others. Lectures and reports. Daily, one term.

12. Teaching High School English—This course is interesting for seniors who are preparing to teach English Literature and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study and special problems involved in the teaching of the subject will be given careful attention. Three hours, one term.

MODERN LANGUAGES

Professor Leonard

1. Elementary French—Nouveran Cours "Francais Fontaine." Drill in pronunciation, conversation and rapid reading. Daily throughout the year.

2. Elementary German—German Grammar, reading of easy prose with practice in conversation and writing German. Daily throughout the year.

3. Sophomore German—Freytag's "Die Journalistem" or Baumbach's "Der Schwiegersohn," Schiller's "Wilhelm Tell" or "Jungfrau von Orleans." Lessig's "Minna von Barnhelm." Selected lyrics, prose composition, practice in conversation. Daily, throughout the year. Presupposes course 1.

For Advanced Students and Graduates

4. Modern and Classical Drama—Dramas and prose works of the following authors will be read: Schiller, Goethe, Grillparyer, von Kleist and Sundermann. History of German Literature. Prose Composition. Daily, throughout the year. Presupposes course 2.

5. Faust—History of the Faust Legend. Interpretation and Critical reading of both parts.Three hours per week, throughout the year. Presupposes course 3.

6. Advanced Composition—Two hours per week, throughout the year.

ANCIENT LANGUAGES

Professor Leckrone.

Courses in Greek

1. Elementary Greek—The elements of Greek as found in any beginner's book. Special emphasis on forms. Drill and practice in easy sight reading and composition. Three hours, throughout the year.

2. New Testament Greek—Different books of the New Testament will be read. Careful attention to moods and tenses and to constructions as they affect the meaning. Two hours, six terms.

3. Homer Illiad and Odyssey—Selected books of each. (Given only when sufficient number of students desire it).

COURSES IN LATIN

1. Sallust, Cicero and Livy—Sallust, Catilines' Consipracy; Cicero, DeAmicitia or De Senectute; Livy, Books 21 and 22 and selections. A study of style and constructions. Collateral reading and reports. Three hours throughout the year.

2. Private Life of the Romans—Recitations, lectures and reports. Johnson's "The Private Life of the Romans." One hour throughout the year.

3. Compositions—Translation in Latin of single sentences and connected discourse. A review of syntax. One hour throughout the year.

4. Horace, Tacticus and Terence—Horace, a selected number of odes and episodes; Tacitus, Germania and Agricola; Terence, Phormio. The meters and their uses. Careful study of style. Three hours throughout the year.

5. Latin Grammar—A general survey with emphasis upon syntax and some unusual constructions. One hour throughout the year.

6. History of Latin Literature—Recitations, lectures and reports. One hour throughout the year.

7. Teaching of Latin in Secondary School—A study of the best methods of teaching the subject. Practice teaching. One hour.

CHEMISTRY

Professor Kintner

1. General Chemistry—A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory work and recitations. Practice in qualitative analysis. Daily three terms.

2. Qualitative Analysis—A course in the separation and identification of the common compounds. Dry and "wet-way" analysis. One recitation and four laboratory periods per week. One term.

3. Quantitative Analysis—A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is a prerequisite. Daily, two hours.

4. Inorganic Preparations—A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3, a prerequisite. Daily, one term.

5. Physical Chemistry—A general course in Physical and Theoretical Chemistry. Course 3 a prerequisite. Daily, two terms.

6. Organic Chemistry—A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Daily, three terms.

BIOLOGY

Professor Kintner
Mr. Hoover

1. General Biology—A study of the forms, organs, reactions, and relations of typical plants and animals. Laboratory and field work. Daily, three terms.

1a. Vertebrate Zoology—Zoology and comparative anatomy of vertebrates. Typical animals will be studied in the laboratory. One term. May be elected as second half of Course 1.

2. Cellular Biology—Maturation and fertilization, cell division, etc. Laboratory methods of fixing, staining and embedding. Open to students who have completed Course 1a. One term.

3. Embryology—Study of the early stages of some typical vertebrates, including formation of germ layers, early stages of body organs. Embryological theories will be studied and attention given to methods of preparing embryos and slides. Open to those who have completed Course 1a. One term.

4. Heredity—Physical basis and laws of variation and heredity. Some of the facts and theories developed by recent research. Eugenic measures, etc. One term. Open to those who have completed Course 1a.

5. Physiology—A course in general physiology, consisting of class-room recitation supplemented by laboratory exercises and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily one term.

6. Plant Physiology—A study of the behavior of plants, and of the ways in which they are affected by various agents. One term.

7. Ecology—The relation of plants to each other, to the soil and to the climate. Course 3 a prerequisite. Daily, two terms.

8. Plant Pathology—A course in plant diseases. Recitations, field and laboratory work. One term.

9. Vegetable Histology—A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

10. Dendrology—Trees and shrubs. Practice in identification in both winter and summer condition. A dendriological herbarium is required. One term.

OTHER SCIENCES

Professor Kintner

Professor Ikenberry

The institution as yet is not equipped to give extended courses in other sciences than Chemistry and Biology. The following courses are designed for the general culture of the student and for supplementary work for those majoring in Chemistry and Biology.

1. General Physics—A practical and theoretical course in Mechanics, Sound, Heat, Light, Electricity, and Magnetism. Two days each week are devoted to problems and laboratory work, and three periods a week are given to the theoretical development of the subject. Daily three terms.

2. Geology—Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

3. Astronomy—A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

COMMERCIAL

Miss Workman
Mr. Blough

1 **Principles of Accounting**—The aim of this course is to give the student a thorough education in the fundamental principles of accounting. The work is thoroughly practical and arranged to meet the needs of those who desire information on business organizations, management forms, etc. Daily, one term.

2. **The Theory and Practice of Accounting**—The application of principles already learned to special sets and business such as corporation, wholesale banking, commission, etc. A good survey of the field of Accountancy and such that will enable any who takes it to devise systems to suit their own needs. Daily, two terms.

3. **Commercial Law**—A thorough study of commercial law as applied to business transactions. Special emphasis is given to the study of Contracts and Commercial Paper; also Agency, Bailments, Sales of Personal and Real Property, Partnerships, Corporations, Mortgages and Liens, Wills, etc. Daily one term.

4. **Commercial Correspondence**—The letter is the great business builder of the present decade. The aim of this course is to supply details on correct forms, usages, postal information, etc., and to instruct how to write business letters that are full of life, and are clear and strong in their appeal to the reader. Three hours, one term.

5. **Farm Accounting**—A practical course for every prospective farmer. All of the fundamental principles of book-keping are taught in such a manner as to appeal to those interested in agriculture. One term daily.

6. **Stenography**—In consideration of the culture, as well as the practical, value of a course in stenography, the College Department will give credit for students who take the one-year course accompanied by typewriting, if no grades fall below 90%, three hours credit per term will be granted. Students will find a write-up of this course under the commercial department.

ORATORY AND EXPRESSION

Professor Stutsman
Professor Schwalm

1. **Advanced Expression**—A course for those who have had the elementary course in expression. It includes Bible and Hymn reading, Repertoire, Development of Expression and Fundamentals. The class meets daily throughout the year. College credit of three hours a term will be given.

2. **Public Speaking**—A study will be made of the principles of public speaking. Masterpieces of oratory will be rendered. Preparation and delivery or orginal speeches. Special attention will be given to volume and power of voice and to proper bodily expression. Two hours, three terms.

3. **Debating**—A special study of the principles of argumentation. Students will prepare briefs, take leading parts in debates and practice extemporaneous speaking. Two hours, three terms.

4. **Literary Practice**—The College Literary Society, the Majestica, affords excellent opportunities for literary practice.

College students who are active members of this society and are faithful in the performance of their duties will be allowed one-half hour credit on the college course for each term they remain active members.

5. **Physical Culture**—Practice two hours a week at hours to be arranged. Two hours credit will be given to those who take the year's work.

MUSIC

Professor Stahley

Professor Sharp

1. **History of Music**—A study of both ancient and modern musical history. The biographies of the great musicians are reproduced by the student. One hour, three terms.

2. **Harmony**—The elements of music, chord formation, scales, etc. Composition of music for songs required. One hour, three terms.

3. **Advanced Chorus**—This course is open to those who have a general knowledge of the rudiments of music. Chorus practice, anthems and cantatas. Each year some great oratorio is rendered by the class. Two hours throughout the year. Those who take the work the entire year will be allowed three hours college credit.

EDUCATION

*** Professor Hippensteel**

Professor Leckrone

Miss Shively

1. **Principles of Education**—A study of the need and processes of education as they are being determined by the needs and nature of the child. One term daily.

2. **Educational Psychology**—This course will consist of a detailed study of the subject matter of Psychology, and its relation to other branches. Special psychology and pedagogical principles are worked out. Special attention to child psychology. Some psychological experiments will be worked out which will lead the student to investigate principles for himself. Daily three terms.

3. **General Method**—The general idea as applied to the teaching process is considered. The principles of school management in general are studied. One term daily.

4. **Special Methods**—Methods as applied to a few of the common school subjects. The organization of the subject matter, examination of text books, aids and devices. One term daily.

5. **Observation and Practice Teaching**—Facilities are ample for observation and practice teaching in both common school and high school branches. Two terms work offered.

6. **Special High School Methods**—A number of departments are offering courses dealing with the teaching of those high school subjects. The student is referred to the different departments to find the description of these courses.

7. **School Organization and School Laws**—A study of the laws and principles that control the organization and management of schools. Special study will be made of the school

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* Deceased, April 25, 1916.

laws of Indiana and Ohio for the benefit of students in these states. One term daily.

8. **History of Education**—This course traces the intellectual development of the human race from Oriental Nations, through Greece, Rome and the Mediaeval ages down to the present. Special attention to the work of great educators. two terms.

9. **Modern School Systems**—A study of the various school systems of Europe and America. One term.

10. **Special Problems**—Research work will be offered to advanced students majoring in education. The nature and amount will be determined in consultation with the professor in charge.

VOCATIONAL EDUCATION

There is a persistent demand today that the schools and colleges bring their courses of study more in harmony with the everyday life and practical needs of the people. Such subjects as Agriculture, Industrial Arts and Household Economics are finding a permanent place in the curricula along with the time-honored classical subjects. Indiana, Ohio and other states have placed these subjects in both the elementary and high schools. Manchester College gives this training both to students and prospective teachers.

AGRICULTURE

Professor Kintner

The aim of this department is to give some aid in solving intelligently the questions and problems that come to the practical farmer. The college is not yet equipped to give a large number of courses in agriculture. It is the aim to do well what is done and add other courses as they can be handled. The Science and Agriculture Hall lately erected, will greatly increase the possibilities of this work. A few acres have recently been purchased for horticulture. As soon as possible a farm will be secured whereon more extensive problems can be worked out.

The following courses are now being given:

1. **Soils**—A study of soil formation; water movement and control, drainage; soil organisms; manures and fertilizers. The laboratory work consists of numerous experiments on the physical properties of soil. Field experiments are carried on whenever weather conditions permit. During the spring and summer plot tests are carried on—much of the laboratory work being done under actual field conditions. Emphasis placed upon practical problems. The text book is supplemented by other texts, bulletins and reports. Outside reading required. Daily throughout the year.

2. **Horticulture**—A systematic study of the principles of fruit growing and gardening, both from home and market. The subject will not merely be studied from text books, but from the practical side as shown in surrounding farms and college gardens. Such topics as the preparation of seed beds; hot beds and cold frames; pruning, propogating; plant diseases and insect pests; spraying for the control of insect and fungus enemies; harvesting and marketing. Practice in grafting pruning, and greenhouse work will be required. In the spring and summer considerable attention will be given to gardening and field work, the student being required to work out some

definite problem in connection with his study. Daily throughout the year.

3. Teaching of Agriculture—This course is especially designed for teachers in the public schools who cannot take a full year's work. It does not aim to give a lot of academic knowledge, but to lead the teacher to see the proper method of the subject, to give him the practice in working out a few problems right, and to give him an insight and inspiration that will help him to work out other problems and to give help and inspiration to his studies.

Other Coures are being planned and will likely be announced later in a circular. The college is located in a farming district where much attention is given to poultry raising, good crops and fine cattle. This will give good opportunity for observation and for getting practical teaching as well as the class room work.

HOME ECONOMICS

Professor Zeigner

The course in Home Economics is planned to give such instruction as seems an important part of the general education of every young woman, and to meet the needs of those who desire to teach. It aims by the teaching and practicing of principles to develop reasoning powers and resources and to inspire an interest in the home and its works.

The course as outlined is open to students registered in College, or who have had a four years' course in High School or its equivalent. (Special concessions will be granted to those who have had at least two years' High School work and are at least 17 years of age).

A diploma is granted for the completion of the two years course.

COURSE OF STUDY

First Year

Fall Term	Winter Term	Spring Term
H. E. 1 A and B	H. E. 2. A and B	H. E. 3. A and B
Chemistry	Chemistry	Chemistry
English	English	English
Psychology	Psychology	Psychology
	(or some educational elective).	(or some educational elective).

Second Term

Fall Term	Winter Term	Spring Term
H. E. 4	H. E. 5	H. E. 6
Household Chemistry	Physiology	Hygiene & Nursing
Dress design	Two Electives	Two Electives
One Elective		

College Credit is given for all work.

HOME ECONOMICS

Food and Elementary Cooking—This course is planned on the basis of food principles. Foods are considered as to their origin, chemical composition and digestibility. Foods will be cooked in the laboratory and experiments will be made which illustrate the scientific points connected with their cooking. Recitations, lectures, assigned readings, and reports. One lecture or recitation and three hours laboratory each week.

In the following description, Home Economics is abbreviated H. E.

Home Economics 1 B.—This deals with hand processes and machine work. Simple stiches are learned. Textiles are presented from the view point of the purchaser. Textile fabrics are considered in relation to value and purpose. Market fabrics in cotton, linen, wool and silk are identified and graded by each student. One lecture or recitation and three hours laboratory each week.

H. E. 2. A.—Continuation of H. E. 1. A. One lecture or recitation, three hours laboratory. Must be preceded by H. E. 1 A. or its equivalent.

H. E. 2 B.—Textile work, a continuation of H. E. 1 B. Making of simple under garments from patterns drafted by students. One lecture or recitation, three hours laboratory. Must be preceeded by H. E. 1 B or its equivalent.

H. E. 3 A.—Continuation of H. E. 2 A. One lecture or recitation, three hours laboratory. Must be preceeded by H. E. 2 A or its equivalent.

H.E. 3 B.—Textile work a continuation of H. E. 2 B. Fundamental principles of garment making. One lecture or recitation, three hours laboratory. Must be preceeded by H. E. 2 B or its equivalent.

H. E. 4.—Advanced Food Study. Laboratory work on canning and preserving of fruits and vegetables and invalid cooking. Three recitations, three hours laboratory each week.

H. E. 5—Advanced Food Study. Laboratory work on preparation and serving of meals with special emphasis on the dietetic value and cost. Recitation work on teaching of subjects of Home Economics in grade and high schools, three recitations, three hours laboratory.

H. E. 6—Household Management and Account. A study of the fundamental principles underlying the planning and furnishing of a home. A study of personal and household accounts and divisions of income. Five recitations each week.

H. E. Household Chemistry—Two recitations, one laboratory. Must be preceeded by one year's general chemistry.

H. E. 8—Dress Design. Two recitations, one laboratory.

H. E. 9—Personal Hygiene and practical Nursing. Study of body in health; effects of incorrect clothing, requirements and care of sick room, causes, symtoms and treatment of common diseases; general care of the sick. Five recitations per week.

H. E. 10—Teachers Course. For Normal students courses will be given during the spring and summer with the special view of preparing teachers for their work in the grades and high schools. Four hours recitation, six hours laboratory.

INDUSTRIAL ARTS

Mr. Keever.

Course 1—Bench Work. Elementary. This course is primarily a beginner's course, consisting of a series of progressive exercises involving the use and care of tools. The first half term is devoted to the making of small pieces. If sufficient progress is made in that time the student may make larger pieces such as magazine racks, upholstered foot stools, etc. Several kinds of finishes will be taught including use of wax, the fuming of oak, shellac and varnish. All projects are made from blue prints or working drawings made by students.

Course 2—Table Construction. This course covers the choice of material, matching and glueing of joints, mortise and tenon joinery, assembling and finishing, of projects made. The student is given a choice of several designs of library and breakfast tables. All projects are made from drawings either furnished or made by the student.

Course 3—Base Construction. This course is given for those who wish to make wall cases, music cabinets, chafing-dish stands or book cases. The study and construction of panel is given each problem. Glue joinery, finishing and design work are involved in the project.

Course 4—Normal Course, Exercises based on the State Course of Study of Indiana will be given in this course. Exercises in soft wood suitable for sixth, seventh and eighth grades will begin. Hard wood projects for high, elementary upholstering, fuming, waxing, French polishing and use of shellac paints and varnishes will be given in this course. Spring term, one hour a week.

Course 5—Mechanical Drawing. The use of tools and instruments, exercises in projections, lettering and conventions are given in this course. Particular attention is paid to the making of working drawings. Each student is required to draw and make tracings of assignments given. Blue prints from his tracing are made for use in the shop.

Normal School

Manchester College maintains a Normal School that has gained wide recognition in Indiana, Ohio and other states.

When the new regulations were made in Indiana in 1907 concerning the training of teachers for the public schools, Manchester College was at once recognized by the Indiana State Board of Education as an institution worthy to give teachers this training. It was accredited for classes "A" and "B" on June 21, 1907, and on April 9, 1909, it was placed in class "C." This last acquirement gave her the privilege of doing three years of normal work and preparing teachers for the highest class in the public school. Each year since then a committee from the State Board of Education has visited the school, and, on its recommendation, the institution has been re-accredited.

PROFESSIONAL COURSES OF STUDY

(Requred by the Indiana State Board of Education.)

IN NORMAL DEPARTMENTS

Course for "Class A."

(Twelve Weeks)

(a) One period a day in any one of the following subjects: Methods I, Observation, Educational Psychology I, History of Education I, Child Study.

(b) One period a day must be given to the study from the teacher's standpoint of some one of the common school subjects.

(c) One period a day must be given to the study from the teacher's point of view of one of the advanced subjects.

(d) The fourth subject may be elected from B or C, or it may be a vocational subect such as Agriculture, Manual Training or Domestic Science.

Course for "Class B."

(Twenty-four Weeks)

(a) Same regulation and subjects as in Class A, with no duplication of work.

(b) Same regulation as in Class A, with no duplication of work done in that class.

(c) Same as in class A.

(d) Same as in Class A.

"Class C."

The requirement that a teacher of the third class "shall be a graduate of a school maintaining a professional course for the training of teachers, or its equivalent," shall be construed to mean that such teacher shall have completed a course of not less than three years above that required for graduation from a commissioned high school, at least one-fourth of which shall be of a strictly professional or pedagogical character, and in which the remaining subjects shall be studied and taught of a standard college or university which maintains a professional college or university less than three years, accredited by the State Teachers' Training Board, at least one-fourth of whose work shall have been in such department, may, upon complying with the other requirements of the law, be admitted to "Class C."

COURSE FOR "CLASS C"

(Three Years.)

Required Subjects

Arithmetic	Twenty-four Weeks
English Grammar	Twenty-four Weeks
Composition	Twelve Weeks
U. S. History and Civil Government	Twenty-four Weeks
Physiology and Hygiene	Twenty-four Weeks
Oral Reading and Literature	Twenty-four Weeks
Geography	Twenty-four Weeks
Penmanship	Twelve Weeks
Educational Psychology, with special reference to grade work	Thirty-six Weeks
Principles and Practice in Training Schools	Twenty-four Weeks
School Organization and Administration	Twelve Weeks
History of Education	Twelve Weeks
Manual Training and Domestic Science	Twelve Weeks
Vocal Music	Twelve Weeks
Drawing	Twelve Weeks
Nature Study	Twelve Weeks
Physical Culture	Twelve Weeks

Elective Subjects

Latin	3 Years
German	3 Years
Algebra	1 Year
Geometry	1 Year
Trigonometry and Analytical Geometry	1 Year
Physics	1 Year
Chemistry	2 Years
Botany	2 Years.
Zoology	2 Years
English and American Literature	2 Years
History	2 Years

CLASSES AND LICENSES IN INDIANA

1. A teacher who has completed Class A work is eligible for a twelve months' license. No higher grade license may be issued to a teacher of this class. The teacher may remain in his class indefinitely. He can not pass out of it until he takes Class B work, has at least one year of experience, and makes a grade for a twenty-four months' license.

2. A teacher who has completed Class B work and has had one year's experience is eligible for a twenty-four months' license, and no higher grade license may be issued to a teacher of this class. A teacher can not pass out of Class B until he completes Class C professional work, has at least three years' experience, and makes a grade for a thirty-six months' license.

3. A teacher who has completed Class C work and who has had three years' experience is eligible to a thirty-six months' license.

NORMAL ENGLISH COURSE

1. This course is designed to encourage high school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this should be the minimum preparation for so important work.

2. The completion of a high school course or its equivalent is a prerequisite for taking this course.

3. Those preparing to teach in Indiana will take each term one professional subject, one advanced subject, and one of the common school subjects taught from the teacher's point of view. The fourth subject may be either a common school, or an advanced subject. Additional work may be from some of the following: Vocal music, penmanship, drawing, manual training or domestic science. These students will be granted the "A" and "B" certificates.

4. The professional subjects are those outlined in the Department of Education in the College. The higher branches are the elective subjects in the course of Class "C." The common branches are as follows: Arithmetic, grammar and composition, United States History and Civics, physiology and hygiene, oral reading and literature, geography, agriculture, manual training, domestic science and nature study.

5. Those preparing to teach in Ohio must take one-half of their work in professional subjects as follow: Practice teaching and observation of teaching; psychology; primary methods, special methods and general methods; history of education or principles of education; school organization, course of study and school law. The other half of the work is to be taken from common school subjects taught from the teachers' point of view.

6. Those who complete this course satisfactorily will be awarded a diploma, and the B. E. degree.

SPECIAL COURSES

Those who do not desire to finish any of the above courses, but who desire instruction in special subjects, may enter any class for which they may have sufficient preparation. Students from other states who want special work can secure a course to their liking.

OHIO NORMAL REQUIREMENTS

Manchester College has always taken deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. This institution desires to meet all of the requirements of the state so that it may be in position to serve its constituency well.

The attitude of Ohio towards institutions outside the state is shown in section 20 of the regulations for the certification of teachers. It reads as follows: Institutions outside of Ohio will, for the most part, not be visited and listed by this department as approved schools. But after the school year 1914-1915 the cases of graduates from these schools will be considered and passed on individually, and if the applicant has the amount and sort of credit required and if the institution is accredited for the training of teachers by the state in which it is situated, the certificates may be issued.

In a personal letter to this institution from the state department, written April 22, 1915, the same attitude is expressed. "We find that it is impossible for us to inspect instituions outside of this state. It is, therefore, the policy of his department to investigate each individual case separately. Each individual who may come from your institution will have his case investigated on application."

This attitude of the department is giving to Manchester

College all the advantages accorded to any institution outside the state. Our summer schools (from 1914 to 1916) have been given full recognition. Ohio students who have taken normal work are receiving credit for it by the various school boards.

There are several special courses in which Ohio students are interested. This College aims to provide courses fully equivalent to those demanded in Ohio.

One year of normal work is outlined under the Normal English course. This work will apply on the two-year course.

The two years' course leading to the provisional certificate demands that the course shall include thirty semester hours (forty-five term hours) of professional studies with a certain minimum in each. These professional subjects are found outlined in the Department of Education in the College. The student will find the courses given in these and the common school subects sufficient to equal this two years' course.

Those who desire to prepare to obtain the high school provisional certificate should major in the Department of Education in the college. Five hours of Observation and Practice teaching will be required and not less than three hours of each of the following subjects: History of Education; Science of Education or Principles of Education; Methods of Teaching, General and Special; School Organization, including School Management, Class Room Management and School Laws, and Psychology. The remainder of the forty-five hours required for graduation may be selected from these subjects or from Sociology, Ethics and Philosophy. Note the summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE

The College of Liberal Arts, Manchester College, now offers enough work in Education that students who are working for the A. B. degree can take their major work in that department. At least forty-five hours, or nine terms, in this department are required for major work. Another fifteen hours may be taken in the allied subjects of Sociology and Philosophy. The courses offered are described under the College department and are as follows:

Educational Psychology	Thirty-six weeks
Principles of Education	Twelve weeks
General and Special Methods	Twenty-four weeks
Observation and Practice Teaching	Twenty-four weeks
School Administration	Twelve weeks
History of Education	Twenty-four weeks
Modern School Systems	Twelve weeks
Special High School Methods	

COLLEGE TRAINING SCHOOL

The Training School established on the college grounds has won a reputation for thorough, standard, well organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformily expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where practice teaching may be done. In these three schools there will be ample provision for practical work.

DESCRIPTION OF COURSES

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Public School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic—This will both give a review of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to every day practical problems of life.

Grammar—The aim of this course is to present the fundamental principles of English Grammar, not merely as a formal subject, but as a thot subject as well. Methods of teaching the correct use of English in the early grades, and of formal grammar in the later grades, will be emphasized.

Reading—The student will be taught the proper method of expression through getting the thot to be expressed. The best method of teaching beginners will be presented. There will be some study of the best books for children considered.

Geography—This subject will be more than review. It will endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught. The earth as the home of man will be much more interesting when the child sees it as his home. How to present the subject in this way will be made clear.

History and Civics—The fundamental facts of our country's history will be studied. Civic problems will be studied in their proper connection. Present day movements and civic problems will be studied with care. Also the best method whereby the teacher can present the subject in an interesting and helpful manner.

Physiology and Hygiene—These subjects go hand in hand. Physiology too often has been a useless study because the care of the body was not emphasized. This course aims to help the teacher be of help to the child and the home through a proper, skillful presentation of proper facts. Special attention given to problems of sanitation, such as city housing, drainage, water systems, prevention of disease, etc.

Bible Department

There never was perhaps a period in the history of the world in which there has been such a general awakening in Bible study as there has been within the present century. The great aim of the Bible department is to furnish abundant opportunity to students for Bible study, and to give training and inspiration to ministers, missionaries, Sunday School teachers and Christian workers. The ultimate object is the enrichment of the student's own spiritual experience, and his equipment and inspiration for the most efficient Christian service. Courses are planned with a view to the direct study of the Bible, and not merely to study books about the Bible.

This is a day of co-operation and division of labor. Bethany Bible School of Chicago is an institution under the direction of the Church of the Brethren. Its efforts are wholly given to the teaching of the Bible, and training men and women for practical work in the church. Because of its broad course of Bible study, its larger faculty, and its advantages in location for specific work, the Bible department of Manchester College has co-ordinated her course with those of Bethany. An arrangement has thus been made and agreed to by the trustees of both institutions whereby the two schools shall work together for certain ends. The Bible work in each school is given credit in the other. It is the aim of this department to give to our students the general and supplementary courses here, and encourage them to take their more advanced work and specific training at Bethany. A more complete statement of the relation of the courses will be made in the following description of courses.

DESCRIPTION OF SUBJECTS

1. Bible History—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. References in Psalms, Wisdom Literature and Prophecy that throw light on historiacl condition will be studied. Four hours for three terms.

2. Life and Teachings of Jesus—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. The Acts and the Apostolic Age—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the undertaking of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. New Testament Epistles—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

5. **Epistles to the Hebrews**—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to these ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

8. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of the Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **Doctrine of Conversion**—A study of examples of conversion as found in the Acts. Also the teachings of the New Testament in general on this subject Two hours for one term.

11. **Christian Nurture**—The aim of this course is to help Christians to overcome their own difficulties and thus give help and comfort to others. Two hours for one term.

12. **Personal Work**—Here are set forth the conditions, essential preparation and methods of doing practical Christian work. Two hours for one term.

13. **New Testament Greek**—This course presupposes a year's work in classical Greek. Careful attention will be given to important principles of Greek syntax, and Greek moods and tenses. Rapid readings from some of the easier portions of the New Testament will be followed by a more careful exegetical work. Two hours for six terms.

14 **Church History**—The aim is to give the student a connected view of the history of the Christian Church from its beginning to the present day. After a general study of the rise of the chief denominations of today, a more extended study will be made of the rise and history of the Church of the Brethren. Three hours for three terms.

15. **Christian Missions**—This is the day of Mission. This course aims to give instructions in, and create enthusiasm for, the mission work of the church. A careful study will be made of the teachings of the scriptures pertaining to the missionary work and duties of the church. The missionary work of the church in different ages will be outlined, placing special emphasis on the modern missions movement and the missions of the Church of the Brethren. The principles and methods of present-day missionary activities will be given special attention. Two hours for three terms.

16. **Homiletics**—The aim is to give students the ability to work out discourses and sermons, using the scripture as their material. The principles of discourse as applied to sermon building will be worked out inductively. Drills in applying

these principles to various types of sermons. Two hours, three terms.

17. Bible Doctrines—The aim of this course is to give to students who have had a survey of Biblical Literature a systematic study of the fundamental truths and doctrines of the Bible. Courses 2, 4, 6 and 7 should precede this. Two hours, three terms.

18. Bible Geography—A fair knowledge of Bible lands is necessary to the full understanding of the Bible text. In this course the student becomes acquainted with the land, and learns to identify Bible incidents with the places where they occurred. Four hours for one term.

19. Sunday School Normal—The book "Training the Teachers" will be used and the student at the close of the term will be expected to take the examination for passing the State Teachers' Training Course.

20. Sunday School Pedagogy--In this course the Sunday School teacher learns some of the most important principles of psychology and pedagogy. Practical applications of these principles to the work of Sunday School teaching will be made. Four hours for one term.

21. Expression—The aim of this course is to give practical instruction in Oral Reading and help the student interpret and express to others clearly the meaning of the printed pages. Some special attention will be given to Bible and Hymn Readings. Two hours for three terms.

22 Vocal Music—Drills are given in the rudiments of music in connection with Songs, Hymns, Choruses and easy anthems. Two hours for three terms.

BIBLE NORMAL COURSE

It is the aim of this course to give practical instruction to Sunday School and Christian workers. It is not claimed that it gives a thorough knowledge of the Bible, but for those who cannot take a longer course, it gives a beginning of systematic study. It teaches right methods of study and aims to give to the student strength to pursue Bible study for himself. It aims also to give the student a knowledge of how to win souls for Christ and be a leader in all kinds of church work.

This course is so arranged that it can be taken all in one year if the student has had sufficient literary training. The prime purpose, however, is that it may be taken in connection with a student's Academic course. All literary education should be strengthened on the spiritul side by Bible study. A good student can carry some of this work while taking his Academic course, and by the time the latter is complete, he also will have completed the Bible Normal course. The figures in the following arrangement indicate the corresponding years in the Academic course when the subjects may be taken.

Those who complete this course will receive a diploma, and receive one year's credit in the Bible Teacher Training Course of Bethany Bible School.

ARRANGEMENT

Fall Term—Life of Jesus (1), Prayer (1), Bible Geography (2), Holy Spirit (3), Conversion (3), Missions (4), Bible History (4).

Winter Term—Acts (1), Prayer (1), Sunday School Normal

(2), Holy Spirit (3), Christian Nurture (3), Missions (4), Bible History (4).

Spring Term—Psalms (1), Prayer (1), Sunday School Pedagogy (2), Holy Spirit (3), Personal Work (3), Missions (4), Bible History (4).

THE SEMINARY COURSE

The aim of this course is to give a year of Bible study to those who expect to take a full seminary course, and to college students in general. Students of sufficient literary training may complete the course in one year, but the real aim is to have students in the College of Liberal Arts pursue this study in connection with their literary work. They will receive full credit on the college course for it. The figures after the subjects in the following arrangement represent the corresponding years in the college course when the subject should be taken. But this order is not rigid.

Graduates of the Liberal Arts School, who have completed this course and at least forty-five hours of supplementary studies will receive two years' credit in Bethany. This will enable the student to complete the full seminary course at Bethany and receive the B. D. degree in two years after graduating from college, thus completing both college and seminary courses in six years. Also high school graduates, or their equivalents, who have completed the four years' seminary course in Bethany, will be given two years' credit on the college course in Manchester College, and so be able to complete the A. B. course here in two more years. Then upon recommendation of this institution, Bethany Bible School will confer upon them the B. D. degree.

Supplementary subjects from which the forty-five hours may be selected are as follows: Oratory, Logic, Ethics, Christian Evidence, Psychology, Sociology, Introduction to Philosophy, Church History and Missions, Ancient History.

Bethany students and graduates who expect two years credit on their college course at Manchester, must have completed in their seminary work at least forty-five hours of such subjects as Religious Pedagogy, Educational Psychology, Ethics, Psychology of Religion, Homiletics Church History, Missions, Greek or Hebrew. Forty-five hours of their Bible work will becounted as fulfilling the conditions of major work at Manchester, but they will be required to meet the conditions of prescribed studies and thesis.

ARRANGEMENT

Fall Term—Bible History (1), Life and Teachings of Jesus (2), Conversion (3), Prayer and Holy Spirit (3), Hebrews (4), Missions (4).

Winter Term—Bible History (1), Acts and Apostolic Age (2), Christian Nurture (3), Prayer and Holy Spirit (3), New Testament Ordinances (4), Missions (4).

Spring Term—Bible History (1), General Epistles (2), Personal Work (3), Prayer and Holp Spirit (3), Psalms and Wisdom Literature (4), Missions (4).

ARTS—SEMINARY COURSE

Very frequently we are asked to outline a course of study which students may pursue. It is not always desirable, nor even possible, to follow a set course. However, the following outline is given as a guide to the student. Some variations from these suggestions may be accepted, and even advised. This course leads to the A. B. degree and includes such subjects as will give the student two years advanced standing in Bethany Bible School. The figures in parenthesis give the number of recitations each week for each subject.

FRESHMAN YEAR

Fall Term	Winter Term	Spring Term
English 1 (5)	English 1 (5)	English 1 (5)
German 1 (5)	German 1 (5)	German 1 (5)
O. T. History (4)	O. T. History (4)	O. T. History (4)
Public speaking (2)	Public speaking (2)	Public speaking (2)

SOPHOMORE YEAR

Greek (3)	Greek (3)	Greek (3)
Science or Psychology (5)	Science or Psychology (5)	Science or Psychology (5)
College Algebra (5)	Trigonometry (5)	History (5)
Life and Times of Jesus (4)	Acts and Apostolic Age (4)	General Epistles (4)

JUNIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Logic (3)	Ethics (3)	Asthetics (3)
Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)
Hebrews (3)	N.T.Ordinances (3)	Psalms and Wisdom Literature (3)
Homiletics (2)	Homiletics (2)	Homiletics (2)
Sociology (3)	Sociology (3)	Sociology (3)

SENIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Introduction to Philosophy (3)	Introduction to Philosophy (3)	Introduction to Philosophy (3)
Church History (3)	Church History (3)	Church History (3)
Missions (2)	Missions (2)	Conversion (2)
Christian Nur-	Personal Work (2)	ture (2)
Bible Doctrines (3)	Bible Doctrines (3)	Bible Doctrines (3)
Thesis (1)	Thesis (1)	Thesis (1)

SPECIAL BIBLE TERM

The first and second week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able brethren and sisters from other places are secured for teaching. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The college extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

Preparatory School

FACULTY

L. W. SHULTZ, A. B., Principal	English and History
SADIE I. STUTSMAN, A. B.	English and Art
CORA M. STAHLY, B. Mus.	Music
ORPHA WORKMAN, B. Accts.	Stenography
C. G. BLOUGH, B. Com. Sc.	Bookkeeping
G. B. ROYER, B. E.	Geometry
J. C. KEEVER	Industrial Arts
EDITH BOWMAN	Household Economics
D. E. SITES	Agriculture
W. C. STINEBAUGH	Penmanship
DIO HOLL	Latin
JACOB GINGERICH	German
BURTON METZLER	Algebra
ETHEL GWIN	Science
M. C. MILLER	Physical Culture

The Academy

1. The Academy course has been certified by the Indiana State Board of Education as being equal to the commissioned high school course. Graduates from this course are not only prepared to enter any of the profession courses prescribed in the Normal School, but also to enter College and University.
2. Anyone who has completed the first eight grades of the public school may be admitted to this course.
3. Those who have done some work in high school or academies should present certificate of same, so that they may not be required to repeat what they have already done well.
4. Graduates from this course receive a diploma.

COURSES OF STUDY

FIRST YEAR

First Term—English, Latin or German, Algebra, Biology.
Second Term—English, Latin or German, Algebra, Biology.
Third Term—English, Latin, or German, Algebra, Biology.

SECOND YEAR

First Term—English, Latin or German, Algebra, Ancient History.

Second Term—English, Latin or German, Algebra and Plane Geometry, Greek History.

Third Term—English, Latin or German, Plane Geometry, Roman History.

THIRD YEAR

First Term—English, Latin or German, Plane Geometry, Mediaeval History.

Second Term—English, Latin or German, Plane and Solid Geometry, Modern History.

Tihrd Term—English, Latin or German, Solid Geometry, Modern History.

FOURTH YEAR

First Term—Physics or Chemistry, Physical or Commercial Geography, American History. One Elective.

Second Term—Physics, or Chemistry, Commercial Arithmetic, American History. One Elective.

Third Term—Physics or Chemistry, Commercial Arithmetic, Civil Government. One Elective.

PRESCRIBED SUBJECTS

The Academic Course as above outlined is the regular high school course that prepares for entrance to college. It contains 16 units, a unit being one subject pursued throughout the year, five hours a week. Of these the following twelve units must be taken by those expecting to enter college: English, three units; Mathematics, three units. Foreign Language, three units; History, two units; Science, one unit; also one unit of credit is to be made up from the following subjects, of which not more than three terms of work (two periods a week) in any one subject will be given credit towards graduation from this course: Vocal Music, Penmanship, Oral Reading, Drawing and Physical Culture.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the following subjects: Bible, English, Latin, German, Bookkeeping, Science, Agriculture Manual Training and Domestic ,Science.

For those who do not expect to enter college, some privileges may be given to substitute such courses as will more nearly meet the needs of the students. Two years of foreign language and two years mathematics, one year of history and one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects for the above electives, with the exception that not more than two units' credit will be counted toward graduation in Manual Training, Domestic Science, or Bookkeeping, nor more than four units in any subject.

ENGLISH

The Academy Course in English embraces four years' work of five hours per week.

I. Grammar and Composition—A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the first three years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

II. Literature—The aim in this course is to give the student an intimate acquaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for home reading, after which reports and discussions will be made in the class under the direction of the teacher. During the Academic Course all of the work for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

III. History of Literature—At least one term of the fourth year will be given to the study of the History of English and American Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

IV. Literary Practice—In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies, the students who are regular in attendance at either of these societies to which they belong and faithful in the performance of their duties there will be allowed one-half term's credit for each full year they are active members.

V. Expression—The expression department gives excellent courses in reading and bodily expression. Literary selections are studied with the purpose not only of getting the thought but to express the thought most effectively.

GERMAN

I. Elementary Course—Elementary Grammar, Pronunciation, Reading easy prose, Composition and Conversation. Daily throughout the year.

II. Second Year—Syntax and Composition. Reading of Narrative and Dramatic prose. The Drama, Romance, Recitations daily throughout the year.

III. Third Year—Advanced Composition. Selections from Schiller, Lesing and Goethe. Their masterpices, with a study of their lives and literary standing. Daily throughout the year.

LATIN

I. Latin Elements and Introduction to Caesar. Absolute mastery of the different declensions, conjugations and constructions is the aim of the first year. Great care is used in pronunciation and accent.

II. Caesar, Books I-VI; Selections from Nepos or Ovid. Study by maps and charts of Caesar's campaign. Studies on the life of Caesar and Roman military art. The systematic study of grammar is continued, with exercises in Prose Composition.

III. Cicero, Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the development of Roman oratory. Grammar and Prose Composition are continued throughout the year.

HISTORY

The Academy Course in History embraces three years' work of five hours per week. Text-books will be used by the students, and notebook, map-drawing, collateral reading, and class reports on assigned topics will be required.

I. General History Course—This course traces the outline of universal history from the earliest times to the present. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements will be emphasized. Two years work given.

II. United States History and Civics—A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States constitution, its origin, its influence in the national development will be emphasized. State and local government will be given attention. This course is required of all high school graduates.

MATHEMATICS

I. Arithmetic—One or both of the following courses will be offered each term, as the needs of the students may require: (a) Commercial Arithmetic; (b) Mental Arithmetic.

II. Algebra—A thorough course in Arithmetic should precede work in Algebra. Work in the Academy course is intended to give such familiarity with the Algebraic notation as to enable the student to successfully use the symbolical language in the investigation of Higher Mathematics.

III. Geometry—The "science of space" is rigorously presented because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation, and to illustrate the practical applications many original problems will be given to be demonstrated. Each student is required to draw figures to represent the problems.

SCIENCE

I. Physics—The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the text-book. The experiments are performed by the student who must keep an accurate note-book of all his work.

II. Chemistry—A course of recitation and laboratory exercises acquainting the students with the general principles of chemical science. Accurate notes of all laboratory work is required.

III. Biology—The work of the year is about equally divided between the subject matter usually considered in the two subjects of Botany and Zoology. Some time also given to the study of human physiology.

IV. Agriculture—Two years' work is offered to Academic students. The aim is to give knowledge and practice in solving intelligently the questions and problems that come to the practical farmer. Soils, horticulture, poultry raising, animal husbandry, farm crops, etc., are some of the topics of study. Laboratory experiments and practical observation accompany all of this work.

V. Home Economics—Two years' credit may be taken in this department. The work will include a study of foods and textiles, cooking and sewing, and the practical work of serving meals, home sanitation, making of garments ,etc.

VI. Industrial Arts—One year's work in mechanical drawing, bench work, together with a study of tools and present industrial conditions. The work will be made practical, so that the boy or girl will be given skill in work about the home or farm.

VII. Commercial Geography—This subject is taught for one term in the senior year. It is an interesting course for these days of commercial activity. The chief products of the world will be studied and the means and routes for exchangeing these commodities.

ELECTIVES AND DRILLS

The courses offered in Bible, Commercial, Music, Drawing, Penmanship and Physical Culture are described under those departments.

School of Commerce

We are living in an age of intensive commercial activity. The hustle and bustle of business, with its various intricates and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every-day business affairs must needs meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES

1. **One Year Business**—A practical course for practical people. A certificate of proficiency is awarded for this course.
2. **Stenographic Course**—Prepares students for offices, secretaryships and reporting. This course also prepares for teaching when taken in connection with the Commercial Teachers' course. Upon completion of this course a certificate of proficiency is awarded.
3. **One Year Professional Course**—This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. A diploma is awarded for this course.

BOOKKEEPING

The courses are so arranged as to lead the student to reason from the particular customs and practice of accountants to the "General Law or Debits and Credits" which underlies them, and which is formulated from them. While it is one of the most unique and practical methods of presenting the facts of bookkeeping, it has also a particular point of excellence from an educational point of view, in the scientific treatment of thought-processes, by which the student arrives at conclusions. The philosophical development of the intellect has been given precedence over all other considerations in the construtcion of the work.

After a thorough dirll in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount, making business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

ACTUAL BUSINESS PRACTICE

After the student has had a thorough drill as bookkeeper in the theory of accounts, he enters the Actual Business Department, in which he engages as proprietor, making face to face transactions with other students and doing business by correspondence with various firms. He relies upon his own judgment in conducting his business, applying the fundamental principles already mastered. Varieties of merchandise, represented by printed cards, are bought and sold, all the work being based upon current market prices. Real business is represented as nearly as is possible in the school room.

OFFICE WORK

In addition to the business practice, each student is required to do a certain amount of work in the offices, such as the Wholesale House, Commission House, Real Estate office, Railroad Office and Bank. In these offices the latest and best methods of bookkeeping are employed as adapted to the particular business of each. The student here has an opportunity to test his ability as an office manager and is expected to rely upon his knowledge previously acquired.

STENOGRAPHY

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensible to a business education, and any young man or woman who neglects the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his business career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience, perseverance and a determination to succeed, may become a competent stenographer.

SHORTHAND

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893), Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, ease of execution and legibility. The many word-signs of the old Pitmanic System are eliminated. A few basic characters representing elecmentary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exceptions to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines and office devices. We teach by the Touch Method, which has many advantages over the old method, and as our machines are equipped with shields, it becomes impossible for the student to learn otherwise. Work in this department is not measured by the time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

OFFICE PRACTICE FOR STENOGRAPHERS

After the student has become proficient in the use of shorthand and the typewriter, he is given some special work along the lines of Remittances and Enclosures, Banking, Filing, Devices—office Appliances Forms, and Follow-up Letters, Shipping, Billing, Legal Papers, the Telephone, Proofreading, Rough-draft, Insurance, etc. The matter of application, both by letter and in person, is given careful attention. This is a feature of our work, in that it effects a finishing touch to the course; it eliminates the beginner and gives that knowledge and training that employers designate as "Experience."

COMMERCIAL LAW

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study Special attention is given to subjects of most vital importance such as Contracts, Negotiable Papers, Agncy, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business Forms, etc.

COMMERCIAL GEOGRAPHY

A study of the origin of commerce, its growth and its present attainment is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are moved, into what products they are converted and the nature of the demands they satisfy. A history of the modes of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP

Salesmanship, as generally understood, means the art of selling goods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. **It is the basis of business transactions.** In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental business principles he has acquired.

ORTHOGRAPHY

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent is required.

INDIVIDUAL INSTRUCTION

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends largely upon the previous education preparation, past experience and knowledge of business affairs, the mental ability and application of the student. While every effort is made to aid the progress of the student, yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

Business Course—One Year

Fall Term	**Winter Term**	**Spring Term**
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Business Correspondence (5)	Commercial Arithmetic (5)
Commercial Geography (5)	Commercial Arithmetic (5)	Penmanship (5)
Penmanship (5)	Penmanship (5)	

STENOGRAPHIC COURSE—ONE YEAR

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (5)
Typewriting (10)	Typewriting (15)	Typewriting (10)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Calculation	Orthography and Rapid Calculation
Commercial Law (5)	Business Correspondence (5)	Office Practice (5)

COMMERCIAL TEACHERS' COURSE—ONE YEAR

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Commercial Correspondence (3)	Office Practice (2)
Shorthand (5)	Office Practice (2)	Salesmanship (3)
Typewriting (5)	Shorthand (5)	Shorthand (5)
Orthography and Rapid Calculation (5)	Typewriting (5)	Typewriting (5)
Penmanship (5)	Orthography and Rapid Calculation (5)	Psychology (5)
	Penmanship (5)	

GENERAL INFORMATION

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find it advantageous to complete the last year of their high school couse in Manchester Collge when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the successful completion of each of the preceding courses. The degree, Bachelor of Accounts, will be given to those completing the Commercial Teachers' Course with no grade blow 90.

Students who are not able to supply satisfactory credits for Commercial Geography and Commercial Arithmetic are required to take them in addition to the prescribed course. All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required.

The figures following the subject in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies to the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART

(Business Writing)

In order to be abreast of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible handwriting is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments, and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanlrain College of Penmanship, Columbus, Ohio, may be secured by those, whose penmanship comes up to the required standard.

Professional Penmanship

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

(The average student will complete the Professional course in one year, whereupon he will be awarded with a diploma executed by himself).

Department of Music

This department offers thorough and systematic instruction in **Piano, Voice Culture, Harmony, Composition, History of Music, Sight Reading, Church or Chorus Singing.**

It is the design of the Department of Music to meet the needs of the following class of students:

1. Those who are preparing to teach.
2. Special students enrolled for a select course in Music.
3. Students who take one or two hours a week in Music in addition to their other courses of study. The instruction is adapted to the individual student.

COURSES

2. **Two Years' Certificate Course in Piano or Voice—This** course is intended for those who do not aim to teach, but who desire the training in music for their own culture or for the home.

2. **Two Years' Teachers' Course in Piano or Voice**—This course is intended for those who aim to teach. The equivalent of the first two years of the Academy Course is required for graduation. Diploma is granted.

3. **Four Years' Diploma Course in Piano or Voice**—Those who graduate from this course must have completed, as a prerequisite, a course equivalent to that of the Academy.

ARRANGEMENT OF COURSES

It is impossible to outline a full course in piano, since the needs of the pupils vary so greatly. We adapt our instruction to the pupil's capacity, and assist him to practice correctly, and aim to develop a refined and intelligent style of playing.

The course of study includes:

Technical exercises for the development and control of fingers, hand and arms.

II. Etudes by the best teachers and composers, which are intended to give further development to the executive powers, and to form a connecting link between purely technical work and the lighter forms of musical expression.

III. Composition by the best writers, both ancient and modern. Selection are therefore made from the following list:

1. **Preparatory Course.**

First and Second Grades: Rieman's, Wagner's Damm's Piano School; Technic Cyclus; Macon's Technical Studies; Matthew's Graded Lessons; Etudes and Studies by Bertini Heller, Czerny, Loeschorn and others; Sonates and Rondos of Clementi, Kuhlau and Hummel; Beethoven Op. 46 and Variations; Schumann's "Jungen Album" and "Kindersenen" composition of standard writers.

Harmony and History of Music.

2. **Teachers' Certificate Course.**

Third and Fourth Grades: Technic Cyclus; Mason's Touch and Technic, Technical Studies; Etudes by Czerny; Preludes and exercises of Clemnti; Cramer's Studies, Czerny's Octave Studies; Matthew's Phrasing Studies; Heller's Rythmical Studies; Handel and Bach's Suites; Bach's Preludes and Interventions; Compositions of Mendelssohn, Chopin, Schubert, Weber, Schumann, Brahms and Raff; Sonatas by Mozart, Haydn, Clementi.

Harmony, History of Music and Musical Analysis.

3. **Graduate Course.**

Fifth and Sixth Grades; Foote's MacDowell's Rubenstein's Chopin's Studies; Czerny's School of Virtuosity; Kullak's Octave Studies; Sonatas of Beethoven, Mozart, Schumann, Selections from the works of Weber, Chopin, Schumann, Liszt, Bach, Greig, Tausig, Brahms and others, including Piano Concertos and the best of Chamber Music.

VOCAL DEPARTMENT

1. **Preparatory Course.**

Exercises by teachers; Vacoai Studies; Concone's Fifty Exercises; Hauptner's Vocal School; Marchesi's Elementary Exercises; Rudiments of Music; Harmony.

2. **Teachers' Certificate Class.**

Marchesi Studies Concone's Twenty-five Lessons; Concone's Fifteen Lessons; Lablache, according to the voice f pupils; Paniofka Op. 81, Part First; Studies by Modern Writers. Members of this class must be able to play accompaniments on the piano, and read vocal music at sight.

Harmony, History and Science of Music.

3. **Graduate Class.**

Marchesi or Bordogni, Savinelli and Lamperti Vocalizersc, Oratorio Selections, Counterpoint, Composition, Musical Forms and Musical Literature. Must be able to play accompaniments and read vocal music at sight. Are required to sing an aria, without notes, at final examination.

1. **Harmony**—No study will give us a higher appreciation for music than harmony. In this study care is taken to lead the pupil to a more thorough understanding of harmonic relations. The subjects will be presented in such a way as to make the student dependent on his own knowledge of progressions in harmonizing melodies instead of a mechanical fingered bass. The composition of hymns and songs is required of each student.

2. **Ear Training**—Two terms of ear training are required after the first term of harmony.

Text-book is "Lessons in Harmony," by Heacox and Lehmann.

3. **History of Music**—A thorough study of both Ancient and Modern History is required. The biographies of our greatest musicians are carefully reproduced by the student. This gives the student of music a background similar to that of the classics of literature.

4. **Hymnology**—The aim of this course is to develop o greater love and ability for singing church music. Special study will be made of meters, history and analysis of hymns. During the Special Bible Term this class will meet daily.

5. **Chorus Singing**—The classes organized in Sight Reading and Chorus Work are free to all taking regular work in school. In view of the growing demand for music directors in the public schools, and in the churches, this training is of great importance.

(a) **Beginning Chorus**—A general Sight Reading and Chorus class is organized each term to meet the needs of those who are beginning in the fundamental principles of music. Drills are given in rudimentary instruction in connection with songs and hymns, choruses and easy anthems.

(b) **Advanced Chorus**—This class accommodates those who have a general knowledge of the rudiments of music. In connection with chorus practice, anthems and cantatas, the study of chords and ear training are given. The class of 1911-12 gave a public rendition of an oratoric, Haydn's "The Seasons." The class of 1912-13 gave Handel's "The Messiah." The class of 1913-14 gave Haydn's "Creation." The class of 1914-15 gave Root's "Daniel."

(c) **Ladies' Choruses and Glee Club**—A chorus Class for ladies and a Glee Club for gentlemen are organized for special practice. These classes are expected to appear in Students' and Public Recitals.

PUBLIC SCHOOL MUSIC

One Year

This course is designed for those who desire to teach, or supervise the teaching of music in the public schools. Students taking this course will take observation and do practical teaching of music in the college training school.

This course includes one year's study of harmony and history of music; some piano work unless student has had sufficient; ear training, sight singing; study of note songs, study of the child's voice, classification and arrangement of materials for each grade, and a careful study of methods of presenting the subject.

GENERAL REGULATIONS

1. The courses outlined may be completed in less time than indicated above, depending upon the student's advancement on entering and the amount of time devoted to the work.
2. Pupils will be received at any time, although it is more desirable to begin, when possible, with the term.
3. Students should bring such sheet music, instructors, and studies as they have.
4. Every voice pupil is required to take chorus work.
5. Tardiness or absence from lessons will result in loss to the student.
6. In the case of illness, where due notice is given, lessons will be made up.

Department of Art

DESIGN OF THIS DEPARTMENT

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.

2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.

3. To aid in arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order, Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himslf. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisor's Course will receive a certificate. Those who complete the Two Years' Course will be granted a diploma.

COURSES IN ART

PUBLIC SCHOOL ART

One Year

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Free Hand Drawing**—A course for beginners. It gives instruction and training in the kind of work that teachers are expected to do in the public schools.

2. **For Grades One to Four. Drawing**—Outline and shadow in charcoal and pencil, water color, black washes, or ink, from blocks, still life, life and landscape. **Hand Work**—Paper cutting, weaving in bogus paper; tilo strands and rattan, stenciling and clay modeling.

3. **For Grades Five to Eight. Drawing**—Sketching in water color, washes, charcoal and pencil, from life, still life, and landscape. **Hand Work**—Weaving, wood cutting, stenciling, designing, etc.

Students who complete this course will be required to take Art History, two hours a week for two terms; one term's work in painting, and observation in the training school.

TWO YEARS' COURSE

First Year

Free-hand Drawing from still life in charcoal or pencil	72 hours
Painting in oil, pastel or water colors from life or copy, three periods (double) per week for	36 weeks
Composition, two lessons per week	24 weeks

Second Year

Sketching from life or indoor study, in charcoal, pencil or color, two lessons per week	24 weeks
Composition, two lessons per week	12 weeks
Painting in oil or water color, three periods (double) per week	36 weeks
Drawing from cast, two lessons per week	24 weeks
History of Art, two lessons per week	24 weeks

A course in china painting has recently been added. Pen and ink drawing will be given when desired. Each student at graduation must leave one original composition in color with the art department.

The teacher reserves the right to withhold any student's drawings for the Art Exhibit during the Commencement week of the year.

Expression

This department aims to give practical instruction in Oral Reading, and help the student interpret and appreciate literature.

The effort is made to correct the faults in the every-day speech of the student as well as to prepare him for speaking.

Personal instruction is given according to the needs of the student.

Instruction is given in the proper use of the voice, the body, the position of the arms, the feet, and facial expression. He who speaks clearly and pleasantly, quietly, is also learning to think calmly and deliberately.

FIRST YEAR

First Term—Breathing Exercises, Vocal Culture, Pronunciation, Articulation, Common Reading, Committing and Reciting a number of selections; English Literature and Composition, Penmanship, History.

Second Term—A continuation of the fundamental elements of reading and speaking. Each student will be required to commit and deliver before the class a number of selections. Literature and Composition; Physical Culture; History.

Third Term—Sight Reading, Bodily Expression, Vocal Exercises for the purpose of cultivating quality of tone. Special Exercises in Gesticulation, Drills on Delivery, Literature and Composition; History.

SECOND YEAR

First Term—Bible and Hymn Reading, one hour; Story Telling and Oral English, one hour; Development of Expression, one hour; Repertoire, one hour; Characterization, one hour; English Literature, five hours.

Second Term—Bible and Hymn Reading, one hour; Development of Expression, one hour; Repertoire, one hour; Drama, two hours; English Literature, five hours.

Third Term—Repertoire, two hours; Practice Teaching, one hour; Fundamentals, two hours; English Literature, five hours.

Bodily Expression and vocal Expression drills with any and all of the above courses.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthentic Drills, including Free-Hand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

The gymnasium has recently received much new appartus. Two horses, one parallel bars, one horizontal bar, a springboard and several mats were purchased during the past year. Raised seats for spectators were also fitted up.

In the fall and spring terms outdoor exercises take the lead in good weather. The College Campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball take the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging.

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests. Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketball and baseball are played with local and nearby teams.

Summer School

The Summer School of Manchester College has become an important feature of the work of the institution. During the last seven years, since the Summer School began, hundreds of young people have come in touch with the College and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that it now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students:

1. Graduates of high schools who are preparing to teach the coming year, class "A."
2. Those who have completed class "A" and will take the second term, class "B."
3. Those who desire to pursue the course for class "C."
4. Those who desire to pursue the Normal English Course.
5. Teachers and prospective teachers from Ohio. The Summer Schools for 1914, 1915 and 1916 have been accredited by the Ohio State Superintendent. This assures full credit in Ohio to teachers who take their summer work here. The courses offered are adequate for their needs.
6. Teachers from other states who may desire normal or college work.
7. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bockkeeping, Stenography and Typewriting.
8. Those who desire to pursue their regular college course.

While the courses vary some from year to year, yet the following cutline gives about the usual course:

COURSES

1. **Professional**—Educational Psychology, Advance Psychology, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Education.

2. **College Courses**—Full college credit is given for professional courses. Besides these the program for 1915 included Trigonometry, Analytics, Modern English Literature, American Literature, Mediaevel History, American History, German, Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School**—Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and do practice teaching under the critic teacher's direction. The discussion with the young teachers are very helpful.

4. **Common School Reviews**—There will be classes in all

the common school subjects that teachers need to be examined upon.

5. **High School Reviews**—Some high school subjects will be given as the demands of students will determine.

6. **Vocational**—Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art**—Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business**—Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the courses for 1916 will be mailed to all who are interested.

Manchester College is admirably located and equipped for a Summer School. The large brick buildings are cool in the summer. The buildings are located amid oak trees that furnish an abundance of shade. The cool shade, the fountain, stone seats, flower beds and the grass lawn make the campus a scene of beauty and almost an ideal place for study. Then there is ample provision for outdoor exercise, on the croquet grounds, tennis courts, baseball ground, and running track. The college is located in the quiet part of the beautiful little city of North Manchester, Indiana. It is free from dirt, noise, smoke and saloons that are found in larger cities. It is also free from many detracting influences that hinder school work in many places And yet there are attractions nearby for an occasional change. Two lakes are within five miles and can easily be reached. So can Winona Lake Assembly where some of the best programs may be attended. In all it would be hard to find a school that furnishes a more delightful summer school home than Manchester College.

College Extension Department

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small per cent to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence courses and by personal work in the field by members of the faculty and school.

The Bible and Music departments are prepared to do local work. The instructors in the Bible department will arrange for Bible institute work during our school vacations, and occasionally for short institutes at other periods. There are a number of young ministers in attendance who are well able and willing to assist local churches in preaching, if called upon. The Mission Band holds programs for churches that extend to them the invitation. The institution also has a number of graduates from the Music department who are prepared to teach local singing schools. Churches desiring the help of either a minister or singing teacher will do well to correspond with the college.

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. An outline of the work will be furnished by the respective departments in which the work is taken. If credit on the regular course is desired a final examination will be given. A small fee will be charged to cover the cost of outlines, correction of papers, postage, and examination at the end of the course. Full information will be given to those who are interested in the work.

The following departments are prepared to offer a limited amount of work at present:

College of Liberal Arts—Courses in History, English, Sociology, Economics and Commerce.

Bible Department—Bible Geography, Sunday School Normal and Sunday School Pedagogy.

Commercial—Bookkeeping and Commercial Law.

Expenses

All expenses are due and payable at the Treasurer's office one-term in advance.

Term rates are made on the condition that payments be made cash in advance or within ten days.

Students who by special arrangements are permitted to matriculate without paying the full amount of their expenses in advance will be charged at week rates. If the account is paid in full within thirty days after matriculation a discount of 5% will be allowed. No discount will be made after thirty days.

Tuition College, Normal, Business or Stenographic Course, per term	$18 00
Tuition College, Normal Business or Stenographic Course, per week	1 75
Tuition Academic Course, per term	12 00
Tuition Academic Course, per week	1 25
Tuition Business and Stenographic course combined per term	21 00
Typewriting, two periods a day, per term	3 60
Board, per term	31 00
Board, per week	2 75
Board, per meal	20
Board and furnished room, per term	40 00
Board and furnished room, per week	3 75
Tuition, Board and Room—College, Norm., Bus. or Sten. Course, per term in advance	55 00
Tuition, Board and Room—College, Norm., Bus. or Sten. Course, per week	5 00
Tuition, Board and Room—Academic Course, per term	52 00
Tuition, Board and Room—Academic Course, per week	4 75
Piano, Voice or Harmony—Two lessons a week, per term	12 00
Piano, Voice or Harmony—week rate two lessons per week	1 25
Harmony or History of Music in class two lessons per week, per term	6 00
Private lessons in music	65
Piano practice two periods a day, per term	3 60
Painting, Drawing or Expression—private lessons—two per week	12 00
Painting in class three lessons a week (double periods) per term	12 00
Painting in class, per week	1 25
China Painting in class two double periods per week, per term	12 00
China Painting in class, per week	1 25
Incidental fee, per term	2 00
Library fee, per term	1 00
Physical Culture or Athletics, per term	50
Laundry Room Fee, per term	1 50
Graduation Fee for College course	5 00
Graduation Fee on all other courses	3 00

Students who are permitted to room alone will be charged 75 cents per week extra.

An extra charge of $1.25 to $3.00 per term will be made for some of the most desirable rooms.

Students in the college department who enroll for more than eighteen hours' work will charged $1.00 for every additional hour. If they enroll for less than twelve hours they will be charged at the rate of $1.50 per hour.

Tuition in Bible department is free. An incidental fee of $3.00 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in the Academy will pay at the rate of twenty-five cents a week for each subject. Bible students who enroll for some work in the college department will be charged $1.50 for each hour taken. Those in other departments, taking some Bible work, will be charged a fee of one dollar per term in addition to library and incidental fees.

Ministers of the Church of the Brethren and missionaries under appointment will be charged only one-half tuition. Young people who desire to secure a literary training for the express purpose of doing missionary or ministerial work should write us about special terms.

Students in music or arts who pay as much as $18.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $3.00 per term will be charged for domestic science. This will also cover the cost of food materials used.

Those who take work in Botany, Zoology or Physics, Agriculture, and Manual Training, will be charged a laboratory fee of $1.00 per term and Chemistry $3.00 per term. Laboratory fee for college courses in Science $4.00 per term. Chemistry $4.00, except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the students.

Each Literary Society and Debating Club, the Bible Society and other similar organization that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

Special reduced rates will be announced for summer school.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

Fractional week will be counted as full weeks.

No reduction for absence will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the President's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the President's office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS

1. Students are responsible for damage to furniture and buildings caused by them.
2. The use of tobacco, in any form, on the college grounds and profane language are forbidden. Card-playing, handling of firearms and the use of intoxicating beverages are posttively prohibited.
3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.
4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.
5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.
6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the President; and those outside the school who desire to arrange for such socials at their homes, should first arrange with the President for the students to attend.
7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive Board.
8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others can not be allowed to remain in the school.
9. Any one who through inapplication to study fails to make a passing grade in three subjects during a term, may, at the discretion of the Executive Board, be asked to withdraw from the school.
10. Parents should inform the President of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.
11. Students are expected to select their course of study with care, and parents should in no case suggest a change in the student's program without first consulting the President.
12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the College Treasurer, who will transact business for parents or guardians when requested to do so.
13. Parents or guardians are requested not to call students home before the close of any term. The best work should be done during the closing weeks of the term.
14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the College, for this interferes with progress in their studies.
15. Parents and guardians of the students and all friends

of the College are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the College.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to room and board in the College buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have "College" written on all letters and packages sent to them, to insure prompt delivery at the College postoffice.

20. Books and stationery may be obtained at the College bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grades of the student is the average of his class grade, together with the two principal examinations. Any student whose term grade in any subject falls below seventy-five per cent is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

Graduates

College of Liberal Arts

(A. B. DEGREE)

Bonewitz, Beatrice	North Manchester, Ind.
Eley, Theodore Royer	New Madison, Ohio
Flory, Rolland F.	Defiance, Ohio
Holl, Carl Waldo	New Berlin, Ohio
Hoover, Ora L.	Garrett, Ind.
Kessler, Agnes C.	Lafontaine, Ind.
Leonard, John Wesley	Bryan, Ohio
Miller, R. H.	North Salem, Ind.
Murray, Grace M.	North Manchester, Ind.
Neher, Royal M.	Warsaw, Ind.
Shideler, Noah	Huntington, Ind.
Shively, T. A.	Denver, Ind.
Shock, Laura J.	Huntington, Ind.
Smith, Freadus	North Manchester, Ind.
Smith, Lois E.	North Manchester, Ind.
Snavely, Everrett H.	Scottville, Michigan
Sollenberger, C. C.	Union, Ohio
Stutsman, Sadie Irene	North Manchester, Indiana
Swartz, Goldia	Ashland, Ohio
Tinkle, William J.	Shideler, Indiana
Winger, Roger D.	Marion, Indiana

ACADEMY

Bittel, William H.	Manistee, Michigan
Blickenstaff, Lloyd Curtis	Nampa, Idaho
Brown, Charles M.	Blountsville, Indiana
Byerly, Mabel	Decatur, Indiana
Davenport, Ray Eugene	Goshen, Indiana
Funderburg, Ethel	New Carlisle, Ohio
Gump, Mary Alice	North Manchester, Indiana
Hawbaker, Merlin Ora	North Manchester, Indiana
Heestand, Cora Luella	Elkhart, Indiana
Hostetler, Neva Fern	Nappanee, Indiana
Jobes, Herschel M.	Arcanum, Ohio
Joseph, Hattie	Lima, Ohio
Kline, Pearl H.	Decatur, Indiana
Netzley, Gertrude	Union City, Indiana
Pulley, Harry H.	North Manchester, Indiana
Snavely, Lawrence F.	Huntington, Indiana
Sollenberger, Ethel	Circleville, Ohio
Strauss, Ada	Nappanee, Indiana
Weaver, Marie	North Manchester, Indiana
Yaney, Edith E.	Decatur, Indiana

NORMAL ENGLISH (B. E. Degree)

Boomler, Leslie E.	North Manchester, Indiana
Bowser, Roy E.	Brookville, Ohio
Bright, Lydia E.	Troy, Ohio
Brumbaugh, Glenn Quinter	Tippecanoe City, Ohio
Campbell, Esther F.	Colfax, Indiana
DeFries, Harriette L.	North Manchester, Indiana

Funderburgh, J. Truman	Eustis, Florida
Geiger, C. Harve	Nappanee, Indiana
Grosh, Fern	Nappanee, Indiana
Jordan, Beulah	Bippus, Indiana
Jordan, Garrett	Bippus, Indiana
Karns, Lena Viola	Tippecanoe City, Ohio
Kneisley, Florence Edna	Dayton, Ohio
Minnich, Ruth Evalena	Greenville, Ohio
Neher, Elsie Mae	Tippecanoe City Ohio
Senseman, Harvey Elmer	Tippecanoe City, Ohio

EXPRESSION

Campbell, Esther F.	North Manchester, Indiana
DeFries, Ruth Marie	North Manchester, Indiana
Horst, Cora Mae	Spencer, Ohio
Hostetler, Neva Fern	Nappanee, Indiana
Keim, Annie	Ridgefield, Washington
Keim, Silas A.	Ridgefield, Washington
Rench, Lulu	Shideler, Indiana
Weller, Russell	Copemish, Michigan
Woods, Beulah	Spencer, Ohio

COMMERCIAL TEACHER'S COURSE (B. Com. Science)

Blough, Carman G.	North Manchester, Indiana
Miller, Clara Ethel	Lima, Ohio
Rench, Lulu	Shideler, Indiana

TWO YEARS' CERTIFICATE COURSE IN VOICE

Hill, Matie	Elkhart, Indiana
Throne, Vera	Pioneer, Ohio
Ulrey, Anna	North Manchester, Indiana
Wyse, Mable	Wauseon, Ohio

TWO YEARS' CERTIFICATE COURSE IN PIANO

Throne, Vera	Pioneer, Ohio
Ulrey, Anna	North Manchester, Indiana
Weaver, Elma	Middlebury, Indiana

TEACHER'S COURSE IN VOICE

Horst, Cora Mae	Spencer, Ohio
Netzley, Gertrude	Union City, Indiana
Shepfer, Eva	Sugar Creek, Ohio
Weller, Russell	Copemish, Michigan

TEACHER'S COURSE IN PIANO

Iffert, Anna	Nappanee, Indiana
Neff, Bertha	Milford, Indiana
Ryan, Gladys	Darlington, Indiana

SUPERVISOR'S COURSE IN MUSIC

Ryan, Gladys W.	Darlington, Indiana
Shively, Kathryn B.	North Manchester, Indiana

SUNDAY SCHOOL NORMAL COURSE

Funderburg, Daniel	Huntington, Indiana
Funderburg, Flora	Huntington, Indiana
Netzley, Gertrude	Union City, Indiana
Seitner, Nora	Roann, Indiana

HOME ECONOMICS

Byerly, Lois Daphne	Decatur, Indiana
DeFries, Harriette L.	North Manchester, Indiana

STENOGRAPHIC COURSE

Driver, Gale Early	Lima, Ohio
Martin, Louise	North Manchester, Indiana
McFann, Inez	Logansport, Indiana
Rench, Lulu	Shideler, Indiana

ART

Ryan, Gladys	Darlington, Indiana
Shively, Kathryn	North Manchester, Indiana

STUDENTS ENROLLED 1915-1916

Liberal Arts

Applegate, Otis	Hoovers, Indiana
Auckinbaugh, Fred	North Manchester, Indiana
Bagwell, Cleo	Bremen, Ohio
Bagwell, Olive	Bremen, Ohio
Barnhart, Wilbur	North Manchester, Indiana
Bechtol, Royal	North Manchester, Indiana
Beigh, Hilda	Sidney, Indiana
Blough, C. G.	North Manchester, Indiana
Blosser, Blanche	Nappanee, Indiana
Bollinger, Grace	Carson City, Michigan
Boomler, Leslie	North Manchester, Indiana
Bonewitz, Beatrice	North Manchester, Indiana
Bowman, Edith	Huntington, Indiana
Bowman, Mildred	Huntington, Indiana
Bowser, Roy	West Alexandria, Ohio
Bright, Lydia	Troy, Ohio
Brown, Ira	Huntington, Indiana
Brown, Mabel	Huntington, Indiana
Brumbaugh, Glenn	Tippecanoe City, Ohio
Brumbaugh, Essie	North Liberty, Indiana
Brumbaugh, J. C.	North Liberty, Indiana
Butterbaugh, Marie	Silver Lake, Indiana
Byerly, Lois	Decatur, Indiana
Campbell, Esther	Colfax, Indiana
Credlebaugh, Nellie	New Carlisle, Ohio
Cripe, Floyd	Owasco, Indiana
Cripe, Nora	North Manchester, Indiana
Defries, Harriet	North Manchester, Indiana
Dickey, O. J.	North Manchester, Indiana
Dunbar, J. E.	Bowers, Indiana
Ebbinghouse, Fred	North Manchester, Indiana
Ebbinghouse, E. Roy	Laketon, Indiana
Eley, Theodore	New Madison, Ohio
Eppley, Garrett	Wabash, Indiana
Fisher, Everett	Peru, Indiana
Fisher, Harry	Marion, Indiana
Flora, John	Flora, Indiana
Flory, Rolland	Defiance, Ohio
Frantz, Lela	North Manchester, Indiana
Frick, Harry	Wawaka, Indiana
Funderburg, D. D.	New Carlisle, Ohio
Funderburgh, Truman	Eustis, Florida

Geiger, C. Harve	Nappanee, Indiana
Grosh, Fern	Nappanee, Indiana
Grosh, Pearl	Nappanee, Indiana
Grosh, Walter	Elkhart, Indiana
Grossnickle, Warren	North Manchtster, Indiana
Gwinn, Ethel	Modesto, California
Haller, Paul	Andrews, Indiana
Harshman, John	Wooster, Ohio
Hattery, Clarence	Macy, Indiana
Heestand, Cora	Elkhart, Indiana
H. H. Helman	Dawson, Ohio
Hoke, Mildred	Huntington, Indiana
Hornaday, Forrest	North Manchester, Indiana
Holl, Carl	New Berlin, Ohio
Hoover, Ora	Garrett, Indiana
Ikenberry, Anna	North Manchester, Indiana
Irick, Simon	Sedalia, Indiana
Irvin, Floyd	Creston, Ohio
Jobes, Pearl	Arcanum, Ohio
Jordan, Beulah	Bippus, Indiana
Jordan, Garrett	Bippus, Indiana
Karns, Lena	Tippecanoe City, Ohio
Keever, J. C.	Monticello, Indiana
Keim, Annie	Ridgefield, Washington
Keim, C. Ray	Louisville, Ohio
Keim, Silas	Ridgefield, Washington
Kessler, Agnes	Lafontaine, Indiana
Kessler, Maud	Ladoga, Indiana
Kester, Donald	North Manchester, Indiana
Kindell, Marie	Covington, Ohio
Kingery, Delilah	Kewanna, Indiana
Kite, Beatrice	Radnor, Indiana
Kneisley, Edna	Dayton, Ohio
Kreighbaum, Charles	Granger, Indiana
Lannerd, Paul	Huntington, Indiana
Lehman, Della	Lima, Ohio
Leonard, J. W.	Bryan, Ohio
Lewellyn, Harry	Syracuse, Indiana
Mallott, Floyd	Deshler, Ohio
Manahan, Lillian	Chicago, Illinois
Martin, Louise	North Manchester, Indiana
Matthews, Roy	Leesburg, Indiana
McFann, Lucile	Logansport, Indiana
McFann, Pauline	Garrett, Indiana
Messmore, Orville	North Manchester, Indiana
Metzler, Burton	Nappanee, Indiana
Metzler, John	Nappanee, Indiana
Miller, Clemmie	Hagerstown, Indiana
Miller, Elsie	Columbiana, Ohio
Miller, Georgia	Laketon, Indiana
Miller, M. C.	Lima, Ohio
Miller, R. H.	North Salem, Indiana
Minnich, Ruth	Greenville, Ohio
Minnich, Spencer	Greenville, Ohio
Murray, Grace	North Manchester, Indiana
Neel, Floyd	Idaville, Indiana
Neher, Elsie	Tippecanoe City, Ohio
Neher, Royal	Warsaw, Indiana
Palmer, James	Sidney, Ohio
Peden, Della	North Manchester, Indiana
Perry, Irene	North Manchester, Indiana
Petcher, Marie	Citronelle, Alabama

Petry, Flora	Troy, Ohio
Phillips, George	Goshen, Indiana
Plaugher, Leroy	Beaverdam, Ohio
Press, Ida	Walkerton, Indiana
Rench, Lulu	Shideler, Indiana
Richards, Herbert	North Manchester, Indiana
Royer, Galen B.	Arcanum, Ohio
Schaeffer, Mary	Elizabethtown Pennsylvania
Schubert, Carl	North Manchester, Indiana
Seller, A. L.	Bryan, Ohio
Senger, Nettie	Panora, Iowa
Senseman, Harvey	Tippecanoe City, Indiana
Sharp, Guy	Huntington, Indiana
Shepfer, C. Ray	Sugar Creek, Ohio
Shepfer, Eva	Sugar Creek, Ohio
Shideler, Noah M.	Huntington, Indiana
Shinkle, Lauretta	Bippus, Indiana
Shively, Marie	North Manchester, Indiana
Shively, T. A.	Denver, Indiana
Shock, Laura	Huntington, Indiana
Shock, Orpha	North Manchester, Indiana
Smith, Eunice	North Manchester, Indiana
Smith, Freadus	North Manchester, Indiana
Smith, Leroy	Albion, Indiana
Smith, Lois	North Manchester, Indiana
Smith, Verl	North Manchester, Indiana
Snavely, E. H.	Scottville, Michigan
Snell, Clara	Sidney, Indiana
Snyder, Margaret	Amboy, Minn
Sollenberger, C. C.	Union, Ohio
Sollenberger, Laurel	North Manchester, Indiana
Sollenberger, O. C.	North Manchester, Indiana
Steele, Pauline	North Manchester, Indiana
Stinebaugh, C. W.	Camden, Indiana
Strychler, Robert	North Manchester, Indiana
Stutsman, Sadie	North Manchester, Indiana
Swank, Forest	North Manchester, Indiana
Swartz, Goldie	Ashland, Ohio
Tinkle, William	Shideler, Indiana
Urley, Russel	North Manchester, Indiana
Warner, Lozier	North Manchester, Indiana
Werking, Russell	North Manchester, Indiana
West, Daniel	Pleasant Hill, Ohio
White, Ralph	Vinegar Bend, Alabama
Winger, J. O.	Bluffton, Indiana
Winger, Roger	Marion, Indiana
Wolfe, Lottie	North Manchester, Indiana
Woods, Beulah	Spencer, Ohio
Wright, C. A.	Fostoria, Ohio
Yoder, L. J.	North Manchester, Indiana
Total	153

NORMAL DEPARTMENT

Adams, Norval	Warren, Indiana
Albaugh, Viola	Sidney, Ohio
Alber, Madeline	Wabash, Indiana
Allen, Ruth	Flora, Indiana
Bailey, Paul	Huntington, Indiana
Balsbaugh, Katheryn	Denver, Indiana
Barnhart, Mabel	Springfield, Ohio
Bartholomew, Paul	Lagro, Indiana

Beachley, Louise	North Manchester, Indiana
Benson, Ora	Etna Green, Indiana
Blocher, Ruth	Greenville, Ohio
Bowman, Ray	Somerset, Indiana
Boyd, Anna	Warren, Indiana
Boyer, Lee	Huntington Indiana
Branson, Clarence	Nappanee, Indiana
Brewer, Inez	Andrews, Indiana
Brookins, Mary	North Manchester, Indiana
Brown, Lester	Huntington, Indiana
Bunnell, Goldia	Chili, Indiana
Burkholder, Esther	Denver, Indiana
Burrows, Lee	Lincoln, Indiana
Burns, Reid	Flora, Indiana
Byerly, Lucile	Fostoria, Ohio
Chinworth, William	Macy, Indiana
Chittick, Beatrice	Burlington, Indiana
Clingaman, Nola	Chili, Indiana
Cornell, Jay	Deedsville, Indiana
Craig Russell	Ockley, Indiana
Deaton, Orien	Claypool, Indiana
Deckman, Fannie	Winamac, Indiana
Dickey, Hazel	North Manchester, Indiana
Disler, Forrest	Churubusco, Indiana
Dodge, Arthur	Marion, Ohio
Dolby, Bertha	Warren, Indiana
Dubois, Ruth	Wabash, Indiana
Dunbar, Austin	Bowers, Indiana
Dunbar, Deane	North Manchester, Indiana
Ebbinghouse, Beatrice	Laketon, Indiana
Fike, Etta	Leipsic, Ohio
Funderburg, Helen	Laketon, Indiana
Gard, Matthew	Wawaka, Indiana
Gardiner, Mary	Somerset, Indiana
Garrison, Flossie	North Manchester, Indiana
Gillam, Myrtle	Radnor, Indiana
Glass, Floyd	Wabash, Indiana
Goncer, Ethel	Clay City, Indiana
Green, Etta	Star City, Indiana
Gustin, Mildred	Denver, Indiana
Hahn, Leona	Pulaski, Indiana
Hanna, Emily	Burnetts Creek, Indiana
Hanley, Ruby	North Manchester, Indiana
Harbaugh, Mary	North Liberty, Indiana
Hardin, Bernice	Warren, Indiana
Hardin, Ernest	Warren, Indiana
Harding, Carrie	North Manchester, Indiana
Hardman, Ford	Sidney, Indiana
Harley, Gertrude	Lakeville, Indiana
Harness, George	Galveston, Indiana
Hay, Catherine	Silver Lake, Indiana
Hayes, George	Denver, Indiana
Heiney, Mary	Warren, Indiana
Heisey, John	Union, Ohio
Hite, Cleo	Roann, Indiana
Hoffman, Ralph	Silver Lake, Indiana
Hollinger, Martha	Union City Indiana
Hoover, Charles	Galveston, Indiana
Hoover, Edith	Galveston, Indiana
Hornaday, Nila	North Manchester, Indiana
Horne, Hazel	Camden, Indiana

Hoshaw, Loyal	Ockley, Indiana
Hostetler, Madgell	Markle, Indiana
Humrickhouse, Madge	Camden, Indiana
Iffert, Anna	Nappannee, Indiana
Iholtz, Leona	Liberty Mills, Indiana
Jackson, F. Belle	Peru, Indiana
Jackson, Ovid	Bippus, Indiana
Johnston, Carl	Camden, Indiana
Jones, Lewis	Sedalia, Indiana
Jones, Walter	Tippecanoe, Indiana
Jordan, Garrett	Bippus, Indiana
Keel, Esther	Bippus, Indiana
Keplar, James	Pulaski, Indiana
Keppel, Alice	Roann, Indiana
Kester, Donald	North Manchester, Indiana
Kline, Charles	Denver, Indiana
Knight, Howard	Andrews, Indiana
Kreider, Goldia	Arcanum, Ohio
Kreider, Iva	Greenville, Ohio
Kreig, Russell	Ockley, Indiana
Kreiger, Evelyn	Chippewa Lake, Indiana
Landis, Russell	Brookville, Ohio
Leedy, Esther	Deedsville, Indiana
Lefforge, Merrill	North Manchester, Indiana
Leonard, Clay	North Manchester, Indiana
Long, Lucile	Wabash, Indiana
Maggart, Bernice	Silver Lake, Indiana
Maugans, Roy	Peru, Indiana
McCormick, Ina	Flora, Indiana
McCoy, Georgia	Laketon, Indiana
McFadden, Helen	Markle, Indiana
Merriman, Hazel	Francesville, Indiana
Metsker, Deane	Bringhurst, Indiana
Metzler, Roy L	Wakarusa, Indiana
Michael, Orpha	Sidney, Indiana
Michael, Russell	Sidney, Indiana
Miller, Arthur	Silver Lake, Indiana
Miller, Erma	Sidney, Indiana
Miller, Harold	Granger, Indiana
Mock, Virgil	Syracuse, Indiana
Montgomery, Fern	Fredericktown, Ohio
Montgomery, Zora	Fredericktown, Ohio
Moyer, Mary	Laketon, Indiana
Murphey, George	Walton, Indiana
Mussleman, Laura	Macy, Indiana
Myers, Paul	Spencer, Ohio
Nolt, Ellen	Lodi, Ohio
Norris, Forbes	Ingalls, Indiana
Oakes, Pearl	Pleasant Hill, Ohio
Ogden, Warner	Laketon, Indiana
Olwine, Chester	Monroe, Indiana
Painter, Vera Belle	Lafontaine, Indiana
Pinkerton, Von	Warren, Indiana
Pribble, Vivian	Markle, Indiana
Rusher, Wayne	Huntington, Indiana
Schneck, Amanda	Arcanum, Ohio
Raymer, Dorothy	Deedsville, Indiana
Reed, Beulah	Huntington, Indiana
Renberger, Faye	Silver Lake, Indiana
Rouch, Bayard	Andrews, Indiana
Rouch, Lester	Andrews, Indiana

Rupel, Elsie	Walkerton, Indiana
Sellers, Fannie	Fostoria, Ohio
Sellers, John	Fostoria, Ohio
Shaffer, Paul	Huntington, Indiana
Shanks, Raymond	Camden, Indiana
Sharp, Iva	Mill Creek, Indiana
Shively, Ruth	Etna Green, Indiana
Shoemaker, Bertha	North Manchester, Indiana
Shultz, Herman	Huntington, Indiana
Small, Vancie	Arcanum, Ohio
Smuts, Grace	Zanesville, Indiana
Snavely, Lawrence	Wabash, Indiana
Spitnale, Dott	West Leipsic, Ohio
Spitzer, Pearl	Edgley, North Dakota
Stinebaugh, Virgil	Camden, Indiana
Stouder, Eugene	Andrews, Indiana
Stouder, Frank	Andrews, Indiana
Stouder, Neva	Andrews, Indiana
Stroup, Blanche	Warren, Indiana
Tedford, Frank	Idaville, Indiana
Thompson, L. Ferne	Churubusco, Indiana
Thorne, Lucile	Huntington, Indiana
Tombaugh, Ruth	Macy, Indiana
Troxel, Kathryn	Wabash, Indiana
Tyner, Ruth	Wabash, Indiana
Updike, Paul	Warren, Indiana
Viers, Marie	Monon, Indiana
Wadenstorfer, Ina	Lakeville, Indiana
Wagoner, Melvin	Sidney, Indiana
Whitmer, M. D.	South Bend, Indiana
Wilson, Marjorie	Laketon, Indiana
Wolfe, Harvey	Galveston, Indiana
Woods, Leota	Morocco, Indiana
Yaney, Augustus	Decatur, Indiana
Yaney, Beatrice	Decatur, Indiana
Zobrosky, Lawrence	Silver Lake, Indiana
Total	168

ACADEMY

Baxter, Gaines	Vinegar Bend, Alabama
Bechtel, Elmer	Belleville, Ohio
Bittel, William	Manistee, Michigan
Blickenstaff, Lloyd	Nampa, Idaho
Blough, Roy	North Manchester, Indiana
Boyer, Dan	North Manchester, Indiana
Brown, Charles	Blountsville, Indiana
Butterbaugh, Dorthy	North Manchester, Indiana
Byerly, Mabel	Decatur, Indiana
Cripe, Ethel	Goshen, Indiana
Cunningham, Goldia	Miami, Oklahoma
Davenport, Ray	Goshen, Indiana
Defries, Ruth	North Manchester, Indiana
Dunbar, Willard	Bowers, Indiana
Dunning, Ada	Wenatchee, Washington
Eikenberry, Malcolm	North Manchester, Indiana
Eiler, Austin	North Manchester, Indiana
Erickson, Mark	Tekoa, Washington
Fields, Harry	South Whitley, Indiana
Fish, Leroy	Elkhart, Indiana
Fishburn, Vernon	Mexico, Indiana
Funderburg, Daniel	Huntington, Indiana

Funderburg, Ethel	New Carlisle, Ohio
George, Gilbert	South Bend, Indiana
Gump, Mary	North Manchester, Indiana
Gustin, Anna	Denver, Indiana
Gwong, Moy	Canton, China
Hampton, W. C.	Waynesboro, Mississippi
Harshberger, Anna	Scottville, Michigan
Hawbaker, Lee	North Manchester, Indiana
Hawbaker, Merlin	North Manchester, Indiana
Heestand, Cora	Elkhart, Indiana
Heeter, Ira	Roann, Indiana
Homman, Neva	Silver Lake, Indiana
Hoover, Paul	Middletown, Indiana
Hostetler, Neva	Nappanee, Indiana
Ikenberry, Marie	North Manchester, Indiana
Jobes, Herschel	Arcanum, Ohio
Joy, Harold	Pennant, Sask., Canada
Joseph, Hattie	Lima, Ohio
Keplar, James	Pulaski, Indiana
Kline, Pearl	Decatur, Indiana
Klinger, Lee	Dayton, Ohio
Kreider, Chloe	South Whitley, Indiana
Kreighbaum, Iden	South Bend, Indiana
Lautzenhiser, Bertha	North Manchester, Indiana
Lechrone, Orpha	North Manchester, Indiana
Mahon, Francis	Van Buren, Indiana
Mohler, Sherman	Mogadore, Ohio
Nezley, Gertrude	Union City, Indiana
Norris, Marion	Ingalls, Indiana
Orebaugh, Floyd	Kitchell, Indiana
Petcher, Floyd	Citronelle, Alabama
Pulley, Harry	North Manchester, Indiana
Rhodes, Roy	Nampa, Idaho
Roether, Harry	East Akron, Ohio
Schubert, Milton	North Manchester, Indiana
Skinner, Ethel	Silver Lake, Indiana
Smith, Frances	Roann, Indiana
Snavely, Lawrence	Wabash, Indiana
Sollenberger, Ethel	Circleville, Ohio
Stauffer, Robert	North Manchester, Indiana
Strauss, Ada	Nappanee, Indiana
Stutsman, Mabel	Pennant, Sask., Canada
Stutsman, Winnifred	Pennant, Sask., Canada
Thomas, Lena	Alvada, Ohio
Timberlin, Mary	North Manchester, Indiana
Trackler, Miriam	Williamstown, Ohio
Ulrey, Fred	Goshen, Indiana
Waddelow, Emma	Fairfield, Illinois
Waddelow, Mary	Fairfield, Illinois
Weaver, Irvin	Bremen, Indiana
Weaver, Marie	Lima, Ohio
Weaver, Zella	Union City, Indiana
Weller, L. G.	Copemish, Michigan
Weller, Russell	Copemish, Michigan
Whitmer, Jay	South Bend, Indiana
Widgeon, John	Logansport, Indiana
Winger, John	North Manchester, Indiana
Winger, Mabel	North Manchester, Indiana
Wolfe, Ernstine	North Manchester, Indiana
Wyland, Charles	Elkhart, Indiana
Yaney, Edith	Decatur, Indiana

Younker, Cletus	Creston, Ohio
Younker, Frank	Creston, Ohio
Young, Eli	East Akron, Ohio
Young, Fred	East Akron, Ohio
Zimmerman, Pearl	New Carlisle, Ohio
Zumbrum, Howard	Brookville, Ohio

Total 89—86 not previously counted.

BIBLE

Anderson, Nora	North Manchester, Indiana
Auchinbaugh, Fred	North Manchester, Indiana
Blickenstaff, Floyd	Nampa, Idaho
Bollinger, Grace	Carson City, Michigan
Bowman, Edith	Markle, Indiana
Boyer, Maud	North Manchester, Indiana
Brown, Charles	Blountsville, Indiana
Butterbaugh, Marie	Silver Lake, Indiana
Byerly, Mabel	Decatur, Indiana
Davenport, Ray	Goshen, Indiana
Defries, Ruth	North Manchester, Indiana
Dilling, Bertha	Hagerstown, Indiana
Drake, Fannie	Bremen, Indiana
Dunning, Ada	Wenatchee, Washington
Ebbinghaus, E. R.	North Manchester, Indiana
Eley, Theodore	New Madison, Ohio
Fields, Harry	South Whitley, Indiana
Fish, Leroy	Elkhart, Indiana
Fisher, Everett	Peru, Indiana
Flory, Rolland	Defiance, Ohio
Funderburg, Dan	Huntington, Indiana
Funderburg, Flora	North Manchester, Indiana
Gerber, Edna	Weilersville, Ohio
Grosh, Pearl	Elkhart, Indiana
Gwong, Moy	Canton, China
Hampton, W. C.	Waynesboro, Mississippi
Harshberger, Anna	Scottville, Michigan
Heestand, Cora	Elkhart, Indiana
Heestand, Zuma	Wooster, Ohio
Heeter, Ira	Roann, Indiana
Heeter, Tressa	Roann, Indiana
Horst, Cora	Spencer, Ohio
Iffert, Anna	Nappanee, Indiana
Ikenberry, Anna	North Manchester, Indiana
Mitchell, Mary	Center Point, Indiana
Priser, D. F.	New Lebanon, Ohio
Seitner, Nora	Roann, Indiana
Snyder, Alma	Lima, Ohio
Sollenberger, Ethel	Circleville, Ohio
Stinebaugh, Etta	Camden, Indiana
Stinebaugh, W. C.	Camden, Indiana
Stinebaugh, Mrs. Merle	Camden, Indiana
Strauss, Ada	Nappanee, Indiana
Stutsman, Sadie	North Manchester, Indiana
Stutsman, Winnifred	Pennant, Sask., Canada
Swihart, Huber	Churubusco, Indiana
Swihart, Ruth	North Manchester, Indiana
Throne, Mrs. H. A.	Pioneer, Ohio
Waddelow, Mary	Fairfield, Illinois
Weaver, Mrs. L. E.	Middlebury, Indiana
Weller, Russell	Copemish, Michigan
Winger, Mabel	North Manchester, Indiana

Wolfe, Ernestine	North Manchester, Indiana
Wright, C. A.	Fostoria, Ohio
Yaney, Edith	Decatur, Indiana
Younker, Cletus	Creston, Ohio
Young, Fred	East Akron, Ohio

Total 56—19 not previously counted.

BOOKKEEPING

Bechtel, Elmer	Belleville, Ohio
Brim, Rolla	Flora, Indiana
Cripe, Floyd	Owasco, Indiana
Erickson, Mark	Tekoa, Washington
Fish, Leroy	Elkhart, Indiana
Fishburn, Vernon	Mexico, Indiana
Hampton, W. C.	Waynesboro, Miss.
Harshman, John	Wooster, Ohio
Hiller, Cletus	Spencer, Ohio
Humman, Neva	Silver Lake, Indiana
Joseph, Hattie	Lima, Ohio
Kester, Donald	North Manchester, Indiana
Kreighbaum, Charles	Granger, Indiana
McFann, Inez	Logansport, Indiana
Mitchell, Lunette	Center Point, Indiana
Neel, Floyd	Idaville, Indiana
Orebaugh, Floyd	Kitchell, Indiana
Skinner, Ethel	Silver Lake, Indiana
Whitmer, Jay	South Bend, Indiana
Wood, Ralph	Princeton, Indiana
Zumbrum, Howard	Brookville, Indiana

Total 21, 6 not previously counted.

SHORTHAND AND TYPEWRITING

Barnhart, Wilbur	North Manchester, Indiana
Bechtel, Elmer	Belleview, Ohio
Bunker, Ladosco	North Manchester, Indiana
Cripe, Floyd	Owasco, Indiana
Driver, Gale	Lima, Ohio
Hiller, Cletus	Spencer, Ohio
Kester, Donald	North Manchester, Ohio
Kreighbaum, Charles	Granger, Indiana
Martin, Louise	North Manchester, Indiana
McFann, Inez	Logansport, Indiana
McKee, Cuba	North Manchester, Indiana
Miller, Clara	Lima, Ohio
Neel, Floyd	Idaville, Indiana
Rench, Lulu	Shideler, Indiana
Shepfer, Clarence	Sugar Creek, Ohio
Stine, O. W.	Panora, Iowa
Weaver, Irvin	Bremen, Indiana

Total 17, 4 not previously counted.

MUSIC—PIANO

Boomler, Marion	North Manchester, Indiana
Boyer, Dan	North Manchester, Indiana
Burgher, Irene	Wooster, Ohio
Callander, Harry	Syracuse, Indiana
Cripe, Mabel	Goshen, Indiana
Cunningham, Goldia	Miami, Oklahoma
Fish, Leroy	Elkhart, Indiana
Freed, Sarah	Williamstown, Ohio

Gerber, Edna	Weilersville, Ohio
Grosh, Pearl	Nappanee, Indiana
Heestand, Zuma	Wooster, Ohio
Heeter, Ira	Roann, Indiana
Holsopple, Emma	6Greenville, Ohio
Horst, Cora	Spencer, Ohio
Iffert, Anna	Nappanee, Indiana
Ikenberry, Marie	North Manchester, Indiana
Miller, Clara	Lima, Ohio
Neff, Bertha	Milford, Indiana
Neher, Royal	Warsaw, Indiana
Norris, Marion	Ingalls, Indiana
Painter, David	Greensprings, Ohio
Petry, Flora	Troy, Ohio
Raymer, Dorothy	Deedsville, Indiana
Rennecker, Vannie	Hartville, Ohio
Ross, Rudy	Sidney, Ohio
Ryan, Gladys	Darlington, Indiana
Throne, Vera	Pioneer, Ohio
Ulrey, Anna	North Manchester, Indiana
Weaver, Elma	Middlebury, Indiana
White, Dora	North Manchester, Indiana
Winger, Ida	North Manchester, Indiana
Wyse, Mabel	Wauseon, Ohio

Total 32, 18 not previously counted.

VOICE

Anderson, Nora	North Manchester, Indiana
Blough, Carman	North Manchester, Indiana
Boyer, Dan	North Manchester, Indiana
Boyer, Maud	North Manchester, Indiana
Brown, Lester	Huntington, Indiana
Burr, Elva	North Manchester, Indiana
Butterbaugh, Ruby	North Manchester, Indiana
Callander, Harry	North Manchester, Indiana
Dilling, Bertha	Hagerstown, Indiana
Drake, Fannie	Breman, Indiana
Dunning, Ada	Wenatchee, Washington
Fish, Leroy	Elkhart, Indiana
Freed, Sarah	Williamstown, Ohio
Gerber, Edna	Weilersville, Ohio
Gotschall, Ilo	North Manchester, Indiana
Grosh, Pearl	Nappanee, Indiana
Heestand, Zuma	Wooster, Ohio
Heeter, Ira	Roann, Indiana
Heeter, Tressa	Roann, Indiana
Hill, Matie	Elkhart, Indiana
Holsopple, Emma	Arcanum, Ohio
Horst, Cora	Spencer, Ohio
Iffert, Anna	Nappanee, Indiana
Keim, Silas	Ridgefield, Washington
Kreighbaum, Iden	South Bend, Indiana
Michael, Orpha	Sidney, Indiana
Miller, Fern	North Manchester, Indiana
Mitchell, Mary	Center Point, Indiana
Moyer, Mary	Laketon, Indiana
Moyer, Ruth	Alvordton, Ohio
Nagle, Clyde	North Manchester, Indiana
Neff, Bertha	Milford, Indiana
Netzley, Gertrude	Union City, Indiana
Noll, Clara	Butternut, Michigan

Norris, Marion	Ingalls, Indiana
Painter, David	Greensprings, Ohio
Pence, Ivah	South Whitley, Indiana
Pulley, Harry	North Manchester, Indiana
Rennecker, Vannie	Hartville, Ohio
Ross, Rudy	Sidney, Indiana
Ryan, Gladys	Darlington, Indiana
Seitner, Nora	Roann, Indiana
Shepfer, Clarence	Sugar Creek, Ohio
Shepfer, Eva	North Manchester, Indiana
Shively, Kathryn	North Manchester, Indiana
Shrock, Helen	Baltic, Ohio
Shrock, Marguerite	Shipshewann, Indiana
Stinebaugh, Etta	Camden, Indiana
Stinebaugh, Mrs. Merle	Camden, Indiana
Stutsman, Mabel	Pennant, Sask., Canada
Swihart, Huber	Churubusco, Indiana
Thomas, Pearl	Lima, Ohio
Throne, Vera	Pioneer, Ohio
Ulrey, Anna	Sidney, Indiana
Weaver, Elma	Middlebury, Indiana
Weaver, Mrs. Irvin	Bremen, Indiana
White, Dera	North Manchester, Indiana
Weller, Lloyd	Copemish, Michigan
Weller, Orpha	North Manchester, Indiana
Weller, Russell	Copemish, Michigan
Wyse, Mabel	Wauseon, Ohio

Total 61, 14 not previously counted.

EXPRESSION

Bagwell, Olive	Bremen, Ohio
Boomler, Leslie	North Manchester, Indiana
Bowman, Edith	Huntington, Indiana
Bowman, Mildred	Huntington, Indiana
Burger, Irene	Wooster, Ohio
Campbell, Esther	Colfax, Indiana
Cripe, Ethel	North Manchester, Indiana
Cunnigham, Goldia	Miami, Oklahoma
Defries, Ruth	North Manchester, Indiana
Gerber, Edna	Wellersville, Ohio
Harshberger, Anna	Scottville, Michigan
Heeter, Tressa	Roann, Indiana
Hoke, Mildred	Huntington, Indiana
Horst, Cora	Spencer, Ohio
Hostetler, Neva	Nappanee, Indiana
Keim, Annie	Ridgefield, Washington
Keim, Silas	Ridgefield, Washington
Kreider, Chloe	South Whitley, Indiana
Lechrone, Orpha	North Manchester, Indiana
Lehman, Della	Lima, Ohio
Milller, Clara	Lima, Ohio
Miller, Edith	North Manchester, Indiana
Miller, Elsie	Columbiana, Ohio
Minnich, Spencer	Greenville, Ohio
Pence, Iva	South Whitley, Indiana
Perry, Irene	North Manchester, Indiana
Petcher, Marie	Citronelle, Ala.
Rench, Lulu	Shideler, Indiana
Royer, Galen B.	Arcanum, Ohio
Shively, Kathryn	North Manchester, Indiana
Smith, Eunice	North Manchester, Indiana

Snyder, Margaret	Amboy, Minn.
Steele, Pauline	North Manchester, Indiana
Stutsman, Mabel	Pennant, Sask., Canada
Stutsman, Winnifred	Pennant, Sask., Canada
Thomas, Edna	Lima, Ohio
Thomas, Pearl	Lima, Ohio
Tinkle, William	Shideler, Indiana
Waddelow, Emma	Fairfield, Illinois
Waddelow, Mary	Fairfield, Illinois
Weller, Russell	Copemish, Michigan
Winger, Mabel	North Manchester, Indiana
Woods, Beulah	Spencer, Ohio

Total 43, 2 not previously counted.

ART

Butterbaugh, Dorothy	North Manchester, Indiana
Campbell, Esther	Colfax, Indiana
Chittick, Beatrice	Burlington, Indiana
Deaton, Mabel	Sidney, Indiana
Dunbar, Deane	North Manchester, Indiana
Frantz, Lelah	North Manchester, Indiana
Gottschall, Ilo	North Manchester, Indiana
Hostetler, Neva	Nappanee, Indiana
Jordan, Beulah	Bippus, Indiana
Kindell, Marie	Covington, Ohio
Lautzenhizer, Bertha	North Manchester, Indiana
Maggart, Bernice	Silver Lake, Indiana
McCoy, Georgia	Laketon, Indiana
Miller, Fern	North Manchester, Indiana
Moyer, Mary	Laketon, Indiana
Ryan, Gladys	Darlington, Indiana
Shinkle, Lauretta	Bippus, Indiana
Shively, Kathryn	North Manchester, Indiana
Shively, Marie	North Manchester, Indiana
Smith, Lois	North Manchester, Indiana
Swihart, Huber	Churubusco, Indiana
Thomas, Edna	Lima, Ohio
Trackler, Miriam	Williamstown, Ohio
Workman, Orpha	North Manchester, Indiana
Wright, Leah	North Manchester, Indiana

Total 25, 3 not previously counted.

AGRICULTURE

Bartholomew, Paul	Andrews, Indiana
Bechtel, Elmer	Belleville, Ohio
Branson, Clarence	Nappanee, Indiana
Bright, Lydia	Troy, Ohio
Cripe, Nora	North Manchester, Indiana
Dickey, O. J.	North Manchester, Indiana
Dodge, Arthur	Marion, Ohio
Flanigan, Ogle	Woodland, Michigan
Goncer, Ethel	Clay City, Indiana
Grosh, Fern	Nappanee, Indiana
Hawbaker, Merlin	North Manchester, Indiana
Keplar, James	Pulaski, Indiana
Skinner, Ethel	Claypool, Indiana
Weaver, Marie	Lima, Ohio
Wyland, Charles	Elkhart, Indiana
Young, Eli	East Akron, Ohio

Total 16, 1 not previously counted.

SPECIAL STUDENTS

Baker, Elizabeth	Circleville, Ohio
Brookover, Ora	North Manchester, Indiana
Conover, Norman	Circleville, Ohio
Dunkin, Hazel	Flora, Indiana
Hendrix, Everett	North Manchester, Indiana
Hopkins, June	North Manchester, Indiana
McKee, Cuba	North Manchester, Indiana
Moe, Edith	South Whitley, Indiana
Singer, Ernest	Liberty Mills, Indiana
Sollenberger, Hazel	North Manchester, Indiana
Stine, O. W.	Panora, Iowa
Stone, Edith	Bringhurst, Indiana
Underhill, Lucile	Silver, Lake, Indiana
Winger, Paul	North Manchester, Indiana
Winger, Robert	North Manchester, Indiana

Total 15.

Total number of students enrolled 488.

118

MANCHESTER COLLEGE

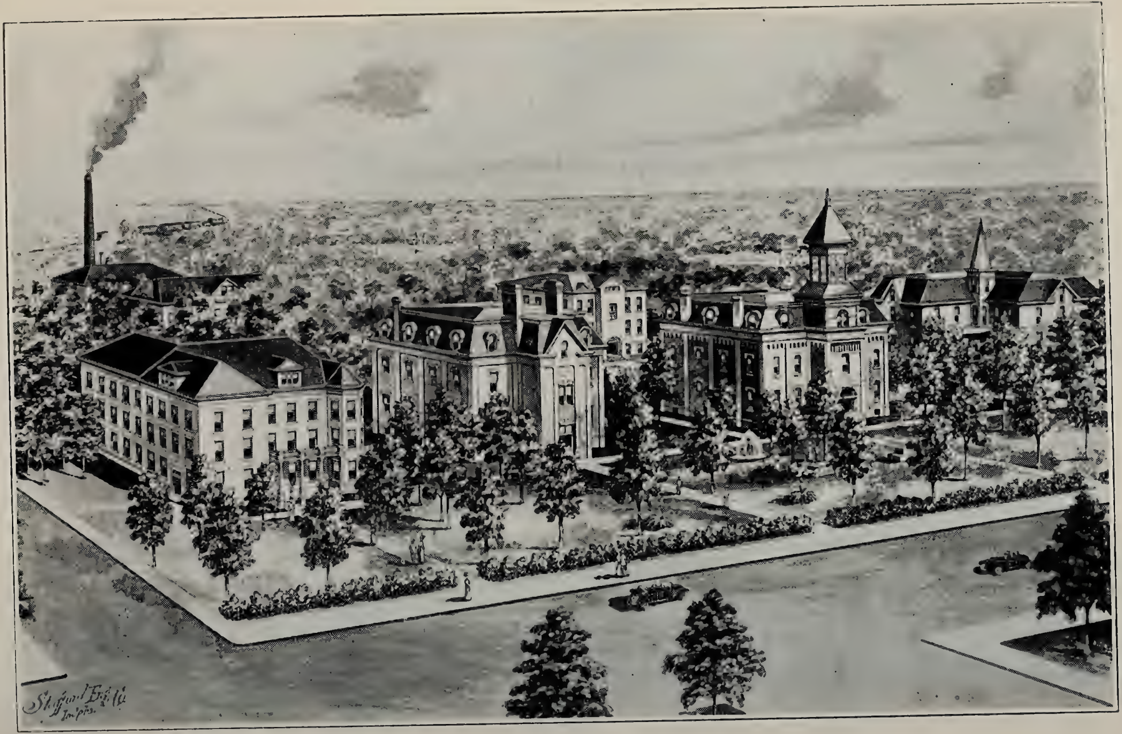
UNIVERSITY OF ILLINOIS LIBRARY
JUL 17 1917

BULLETIN
Vol. 10 *APRIL 1917* *No. 56*

CATALOGUE
1917-1918

PUBLISHED BI-MONTHLY BY
MANCHESTER COLLEGE
NORTH MANCHESTER, INDIANA.

COLLEGE BUILDINGS AND GROUNDS


Stafford Eng. Co. Imprs.

Young Men's Hall **Chapel** **College Hall** **Ladies' Home**

The gymnasium is located just back of the chapel.
The new heating plant is located just back of the gymnasium.

The new science hall is located just back of the college hall.
The tennis courts and ball grounds are beyond the ladies' home.

CATALOGUE NUMBER

OF THE

MANCHESTER COLLEGE

BULLETIN

1917-1918

OWNED BY SEVEN DISTRICTS OF THE CHURCH OF THE BRETHREN IN INDIANA, OHIO AND MICHIGAN.

THIS CATALOGUE is free to friends, patrons, former students and prospective students. It costs too much, however, to have it hrown aside with a passing glance into the waste basket. Read it yourself and see what the school is doing; then tell others that they, oo, may become interested. If you do not receive a copy, write to he college, and it will be sent to you at once.

Manchester College Bulletin

Entered Dec. 24, 1907, at North Manchester, Ind., as second-class
matter under act of Congress of July 16, 1894

VOL. 10 APRIL 1917 No. 56

Calendar 1917-1918

FALL TERM TWELVE WEEKS

Septemper 11, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 23, Monday—Mid-fall term opening.
November 27, and 28—Term examinations.
November 29, Thursday—Thanksgiving recess.

WINTER TERM TWELVE WEEKS

December 3, Monday—Winter term opens.
December 21, Friday—Holiday vacation begins.
January 1, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM JANUARY 1 TO 11

Feb. 28 and March 1, Thursday and Friday—Term Examinations

SPRING TERM TWELVE WEEKS

March 4, Monday—Spring term opens.
April 15, Monday—Mid-spring term opening for teachers.
Graduating Theses Due.
May 17, Friday—Reception to graduates.
May 18, Saturday—Joint program of Literary Societies.
May 19, Sunday—Sermon to graduates.
May 21 and 22, Tuesday and Wednesday—Term examinations.
May 22, Wednesday afternoon—Business meeting of the Alumni.
May 23, Thursday—Last chapel service and class day exercises.
Thursday Evening—Annual Commencement.

SUMMER NORMAL TWELVE WEEKS

May 27, Monday—Summer Normal opens.
July 8, Monday—Mid-summer term opening.
August 15 and 16, Thursday and Friday—Term examinations.
August 18—Summer Normal closes.

Organization

BOARD OF TRUSTEES

G. A. Snider, Chairman	Lima, Ohio.
J. L. Cunningham, Secretary	Flora, Indiana.
L. W. Teeter	Hagerstown, Indiana.
D. B. Garber	Markle, Indiana.
Frank Kreider	Goshen, Indiana.
John Calvin Bright	Laura, Ohio.
G. F. Culler	Woodland, Michigan.
G. S. Strausbaugh	Canton, Ohio.

EXECUTIVE BOARD

Otho Winger, President	North Manchester, Indiana.
J. L. Cunningham, Secretary	Flora, Indiana.
L. D. Ikenberry, Treasurer	North Manchester, Indiana.
G. A. Snider, Field Representative	Lima, Ohio.

GENERAL EDUCATIONAL BOARD

D. W. Kurtz, Chairman	McPherson, Kansas.
D. M. Garver, Vice-Chairman	Trotwood, Ohio.
J. H. B. Williams, Secretary-Treasurer	Elgin, Ill.
J. S. Flory,	Bridgewater, Ka.
D. C. Reber	Elizabethtown, Pa.

STANDING COMMITTEES OF TRUSTEES

Executive Board,—Snider, Cunningham.

Visiting Committee,—Teeter, Bright, Strausbaugh.

Finance Committee,—Garber, Kreider, Culler.

Faculty 1917-1918

OTHO WINGER, A. M., PRESIDENT. Philosophy. Manchester College, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History ,Philisophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., Mathematics and Science. Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kan., 1893-1894. A B., University of Kansas, 1897. A. M., Ohio North University, 1900. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893; President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912.

S. S. BLOUGH, M. E., A. B., B. D., Bibical Literature. B. E. Juniata College, 1893; M. E., 1895. Student in Pittsburg School of Methods. Student in Bethany Bible School, 1908-1911. Pastor of Church of Brethern, Pittsburg, Pa., 1900-1907. Pastor of Brethren, Batavia, Ill., 1908-1911. Pastor of Church of Brethren, North Manchester, Ind., and instructor in Manchester College, 1911-1913. Student and Instructor in Biblical Literature in Manchester College, 1913-1915. A. B., 1915. Student in University of Chicago, Summer 1917. B. D. Bethany Bible School, 1917. Professor of Biblical Literature in Manchester College since 1915.

EDWARD KINTNER, A. M., Chemistry and Physics. Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. Degree. Post-graduate in Ohio State University, Summer 1912 and 1913, A. M., 1914. Professor Science and Agriculture, Manchester College since 1912.

VERNON SCHWALM, A. M. History and Political Science. Student in Manchester College 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree. Graduate student, University of Chicago, summer schools of 1913 and 1914 and winter and spring terms of 1916. Student in Bethany Bible School, fall term 1915. A. M. degree, University of Chicago 1916. Professor of History and Political Science since 1913.

I. J. SOLLENBERGER, A. M., Agriculture and Biology. Graduate of Butler High School, 1910. Student in Manchester College, 1910-1914. Instructor, 1912-1914. A. B., 1914. Graduate student in Ohio State University summer session, 1914, and 1916-1917. A. M., O. S. U., 1917. Professor of Science, Manchester College since, 1913.

J. E. McMULLEN, PH. M., PH. D., English and Psychology. Ph. B., DePauw University, 1894. Ph. M., Syracuse University, 1903. Ph. D., Scio College, 1907. Teacher in Marion Normal nine years; in Scio College, three years; in Muncie Normal, three years.

Prof. of English and Psychology in Manchester College since 1916.

J. W. LEONARD, A. B., German and French.
Graduate of Bryan High School, 1909. Teacher in public schools of Ohio, 1909-1913. Student and Instructor in Manchester College, 1913-1916. A. B. degree. Graduate Student Ohio State University Summer school 1916 and 1917.

CORA M. STAHLY, B. Mus., Director of Music Department.
Graduate of Teachers' Certified Course, Manchester College, 1897. Student in Chicago College of Music, 1899-1900. Instructor in Music in Smithville College, and Student in Wooster University, 1901. Private Teacher of Music 1901-1911. Student in Chicago Music College and Graduate under William Sherwood, B. Mus., 1911. Director of Music Department in Manchester College since 1911.

SADIE I. STUTSMAN, A. B., Expression and Art.
Graduate of the Academy of Maryland Collegiate Institute, 1904. Private Study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Instructor in Art and Expression, Manchester College since 1907. Student in College of Liberal Arts, A. B. degree, 1916.

ERMA BROWN, Home Economics and Methods.
Graduate Indiana State Normal, 1917. Critic Teacher Manchester College, 1915-1917.

PEARL GROSH, A. B., English and Greek.
Teacher in Public Schools. Student and teacher in Manchester College 1915-1917. A. B. degree 1917.

L. W. SHULTZ, A. B. Principal Preparatory School.
Graduate of Lancaster High School, 1907. Student in Manchester College (summer session) 1907-1910. Principal of Lancaster High School 1910-1911. Student in Manchester College and assistant in Mathematics and German, 1911-1914. Graduate student in Chicago University, Summer session 1914. Superintendent Lancaster township schools 1914-1916. Principal Preparatory School, Manchester College since 1916.

ORPHA WORKMAN, B. ACCTS., Stenography and Typewriting
Graduate Stenographic Course, Manchester College, 1911. Graduate Commercial Teachers' Course, Manchester College 1911. Student, Summer School, Wooster College, 1914. Professor of Stenography since 1914 in Manchester College.

RUTH EWERT, Piano, Harmony, History.
Graduate Markle High School, 1914. Private music study during public school course. Two years course in European School of Music, Ft. Wayne. Graduate of four Year Music Course, Manchester College, 1915. Post Graduate Course, Oberlin College, 1915-1916. Private teaching, 1916-1917.

J. C. KEEVER, Industrial Arts.
Graduate of Monticello High School. "A" and "B" Course in Manchester College. Student in two summer schools, Purdue University. Student in two summer schools Stout Institute. Supervisor of Industrial Education, Ladoga schools 1913-1915.

RAY KEIM, B., Accts. Accounting.

Graduate Louisville, Ohio., High School, 1912. Three years public School teaching. Student and instructor Manchester College, 1915-1917.

STUDENT TEACHERS IN PREPARATORY DEPARTMENT.

C. A. Hoffman,	Latin.
R. A. Adams,	Science.
Ralph White,	Mathematics.
Emma Kesler,	History.
Beulah Woods,	German.
Margaret Delk,	Domestic Science.
Darrell Murray,	Mathematics.

SPECIAL TEACHERS.

,	Critic Teacher, grades five and six.
,	Critic Teacher, grades three and four.
Agnes Kessler,	Critic Teacher, grades one and two.
Henry Styers,	Athletics.
Lloyd Blickenstaff,	Penmanship.
Clayton Stahly,	Taxidermist.
Anna Beahm,	Hall Teacher, Ladies Home.
C. H. Shamberger,	Hall Teacher, Young Men's Home.
Ida Smith,	Violin.
C. A. Wright, A. B.,	Extension Worker.
Ezra Flory, Pd. B.,	Lecturer in Child Psychology.
V. A. Place, B. S.	Lecturer on Agriculture.

ASSISTANT OFFICERS.

Ada Hendrix,	Supt. Ladies Home.
Arthur Mote,	Supt. Young Men's Home.
O. L. Replogle,	Engineer.
Nellie Credlebaugh,	Librarian.
Ida Press, A. B.,	Secretary to President.
Esther Beahm,	Bookkeeper.

STANDING COMMITTEES OF FACULTY.

Rules and Discipline—President Winger, Ikenberry, Hendrix, Mote.
Graduation—President Winger, Ikenberry, Shultz, Press.
Athletics—Ikenberry, Styers, Keever.
Religious—Blough, Beahm, Shamberger.
Literary—Shultz, Grosh, Sollenberger, Blough, Ewert.
Library—McMullen, Creddlebaugh, Workman.
Oratory and Debating—Sollenberger, Stutsman, Wright.
Social—Schwalm, Stahly, Brown, Leonard, Keim.
Extra Studies—Kintner, Ikenberry, Shultz.

MANCHESTER COLLEGE

HISTORY.

Manchester College had its beginning in 1889, when the first building, Bumgardner Hall, was erected. For six years the school was directed by representatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the present campus of ten acres and the one building were purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel building was erected and two years later the Ladies Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was cancelled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1906. The transfer of the property to the Church was made in such a way that the institution can never be encumbered with debt.

In 1904, Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

From 1902 to 1910 the institution was controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees. In 1916 the state districts of Michigan and Northeastern Ohio joined in the ownership of the college.

Since 1911, the enrollment has rapidly increased, especially in the College of Liberal Arts. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the summer of 1915 the students of the class of 1914 erected and presented to the college a Green-house. The same fall the Science and Agricultural Hall was completed. The New Ladies Home was rebuilt and enlarged in 1916. The endowment has been growing rapidly of late and persistent efforts will be continued until sufficient funds are secured to standardize the institution.

LOCATION

The College is located at North Manchester, Wabash county, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and is free from saloons.

North Manchester is easily reached, being situated on the Big Four railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Panhandle, a direct route between Toledo and St. Louis, passes through North Manchester and the Erie is only three miles south of the town. Rapid auto transit lines connect North Manchester with the following railroads: The Nickle Plate at South

Whitley, the Pennsylvania at Warsaw, the Erie at Huntington and the Wabash at Wabash. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE

It is the purpose of this institution to provide a liberal education at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the State or the Church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethern, under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend: (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.,

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of that church in which their membership is held, by giving due notice of such desire.

In North Manchester there are six churches, viz. Methodist, United Brethren, Christian, Progressive Brethren, Lutheran and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

GROUNDS AND BUILDINGS

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine ten-acre campus on which the following buildings are located:

College Hall (erected in 1889). The first floor of this building is occupied by the Department of Education; one large recitation room and three training school rooms. Here the practice teaching is done. The second and third floors are occupied by the Conservatory of Music and the three Literary Society Halls. Here are a number of private music rooms and one large recitation room for Chorus.

Chapel Building (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor. The entire basement has recently been fitted up for manual training.

Ladies' Home (1898 and 1916). The original building which had given good service for eighteen years was rebuilt and enlarged in 1916. In its new form the Ladies' Home is a magnificent building. The basement contains a large dining-room, kitchens, store-rooms and laundry. There are living rooms for about one hundred young women, besides a large parlor, a large sleeping-porch, the matron's apartments and guest-rooms. There are large bath rooms on each floor. The building is furnished with electric light and steam heat. The rooms have a beautiful outlook upon the campus.

Young Men's Hall (1906). This building will accommodate 100 students and is equipped with modern conveniences, bath-rooms, electric lights and steam heat. The rooms are large, well lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Gymnasium (1911). This building, 44x64, is the gift to the institution by the students and friends who realized the necessity of a place where proper physical exercise may be taken in the winter time. It is fitted up with parallel bars, swinging ropes, horizontal bars, basket ball apparatus, dumbbells and Indian clubs.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125 horse-power boilers and other modern equipment make it possible to furnish ample heat to any part of any building on the grounds.

Science Hall and Greenhouse (1915). These two buildings give ample facilities for work of the science department. The laboratories are described in a following paragraph. The Science Hall also contains the laboratories of the department of Home Economics, and the Art Hall. The Greenhouse enables the students to carry on practical work in botany and horticulture throughout the year.

LABORATORIES

Laboratory space has been very greatly increased by the completion of the New Science Hall. There are now separate laboratories for Physics, Biology, Agriculture, and Chemistry. A gas plant has been installed and is now in use. Much new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicate adjusted D'Arsonval galvanometer, fitted with telescope and scale; a sextant, a Lang spectrometer including an A grade Wallace grating; a steam-hot plate for evaporating and digesting solutions: and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

The Physics Laboratory is provided with apparatus for experiments in Mechanics, Sound, Heat, Magnetism, Electricity, and Light. There is also a good supply of apparatus for illustrative purposes.

The Biological Laboratory is supplied with tables for individual investigation, compound microscopes, a microtome, and other necessary chemicals and glassware. Each student is supplied with a locker for specimens, notebooks, etc.

Two laboratories on the first floor are devoted to chemistry—one for beginning work and Qualitative Analysis, the other for advanced work. Both are well lighted and ventilated and are provided with hoods, water supply, sinks, reagent bottles, etc. Two store-rooms in connection with the laboratories are well stocked with the necessar ychemicals and glassware.

MUSEUM

The museum has been moved to the fourth floor of the Science Hall This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaeological specimens, marine shells, some textile fabrics ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY

The Library is large and commodious. The room and shelf capacity has been greatly increased in recent years, and good selections of books added, representing the different departments of the institution.

The reading room is supplied with daily and weekly periodicals exchange journals, and some of the most important monthly magazines, The most useful of these magazines are being bound and placed on the shelves for future use. During school hours the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT

It is a well known fact that no institution of higher learning receives sufficient funds from the tuition fees of its students to pay the salaries of its teachers. In order to compete successfully with other institutions of learning there is need of financial help by way of endowment, etc. The large universities and colleges are adding thousands and even hundreds of thousands of dollars every year to their already large amounts. It should not, therefore, seem unreasonable or a wild dream, for the trustees to ask for two hundred thousand dollars endowment for Manchester College. When this amount is secured the efficiency of the college will be greatly increased. A good beginning has already been made. With the friends of the institution fully awakened to this great need, it should not be difficult to secure the amount asked for.

Some may wonder how they can do this. The college has provided a number of ways for giving.

1. By free-will cash donations. These are the most helpful of all, for it creates a fund, the entire income of which can be used for the immediate benefit of the institution.

2. By an endowment note. That is, the doner keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of a donation.

3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

I give and bequeath to L. D. Ikenberry, Treasurer of Manchester College, North Manchester, Indiana, or to his successor in office the sum of ....

..........dollars, for the use of said Institution as the Trustees may direct.

Signed ....

SOCIETIES

Lincoln and Adelphian—These two societies afford students below the College Department a fine opportunity for literary culture and practice in conducting deliberative bodies. The exercises consist of reading, music, essays, orations and debates. The importance of this training cannot be overestimated. All academic students regulary enrolled are required to take work in one of these societies unless excused by the faculty committee. Academic students who are regular in attendance at either of these societies to which they belong and who are faithful in the performance of their duties there will be allowed one-half term's credit on the academic course for each full year they are active members.

The societies are under the control of the Executive Board and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty appointed by the Executive Board exercises a careful supervision over this work.

The two societies have well arranged rooms on the third floor of the College Hall, where the meetings are held each Saturday evening in the school year. The halls are neatly fitted up and each contains a library and a piano.

All students except those in the College Department, or those who hold active membership in the Bible society, are urged to become active members of one of these literary societies. Students of college standing who have more than 45 hours credit cannot hold active membership in either of these societies.

Majestica Society—This society was organized in the fall of 1912 for the benefit of college students. Private programs are held weekly and occasionally a public program is given. The aim is to make the work of a grade that will be of most benefit to those of advanced standing. Those who are regular in attendance and faithful in the performance of duty will be allowed one-half hour credit on the college course for each term they are active members.

Commercial Club—This club was organized in 1910 for the commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

Civic and Oratorical League—This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of inter-collegiate literary contests. This year debates were held with Mt. Morris and Goshen colleges, Manchester losing to Mt. Morris, but winning over Goshen. It sent a representative to the State Peace Oratorical Contest. The league also participated in the state discussion on the need of a new constitution for Indiana.

RELIGIOUS ORGANIZATIONS

Bible Society—This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Monday evening in the Bible room. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. B.—The Young Men's Christian Band meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to excercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. B.—The Young Women's Christian Band meets each Tuesday evening in the Reception Rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given.

The Volunteer Band—This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Occasionally public programs are given in the adjoining churches for the purpose of arousing missionary sentiment.

COLLEGE PUBLICATIONS

The College now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE

Each year a lecture course is given at the college. It brings to the students the opportunity of hearing some of the foremost men of the day, as well as some of the best entertainments.

GOVERNMENT

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students when enrolled, pledge themselves to obey the regulation of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

Departments and Courses

I. **LIBERAL ARTS COLLEGE,** Degrees. A. B. and B. S..

II. **ACADEMY**—The course is four year and prepares for the Normal School, College or University. Certified by the Indiana State Board of Education.

III. **NORMAL SCHOOL.**

1. Course of twelve weeks for teachers of Class "A."
2. Course of Twenty-four weeks for teachers of Class "B."
3. Course of three years for teachers of Class "C."
4. Normal English course.
5. Courses equivalent of Ohio Professional courses.

IV. **BIBLE.**

1. Bible Normal Course.
2. Arts Seminary course.

V. **MUSIC.**

1. Two years' certificate course.
2. Two years' vocal teachers course.
3. Two years' piano teachers course.
4. Diploma course (four years) in voice or piano.

VI. **BUSINESS COLLEGE.**

1. Commercial course (36 weeks) with certificate.
2. Commercial teachers' course (36 weeks) confers the degree Bachelor of Accounts.
3. Shorthand and typewriting course (36 weeks) with certificate.
4. Professional Penmanship.

VII. **ART.**

VIII. **EXPRESSION.**

IX. **PHYSICAL CULTURE.**

X. **AGRICULTURE.**

XI. **MANUAL TRAINING.**

XII. **DOMESTIC SCIENCE.**

Library Arts College

REQUIREMENTS FOR ADMISSION

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examinition.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English three years (units); Mathematics, two years; Foreign Language, two years; History, two years; Science, one year. (Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subjects in which they are deficient. If they pursue the college course these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Bachelor of Science. The degree B. S. may be conferred upon students who have completed four years' of college work, and who have taken not only their major in some one science but whose credits in the different sciences must total seventy-five hours.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following condition: 1. The student must have spent at least one year of resident work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject, and it must show that the student has done careful thinking and research work.

Honorary degrees are seldom given.

REQUIREMENTS FOR GRADUATION

1. For graduation from the College Course 192 "hours" credit are required. Of these, one-half are prescribed.

2. The College year is divided into three terms of twelve weeks each. Fifteen to seventeen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in labratory work is required as an equivalent of one hour in recitation.

3. Time students must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES

Languages, thirty hours; History and Social Science, fifteen hours; English Literature and Composition fifteen hours; Mathematics, ten hours; Science, fifteen hours; Bible, eight hours; Thesis, three hours.

MAJOR WORK

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year

ELECTIVE STUDIES

Besides the prescribed studies and the major work students must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the President of the College and teachers of the department will advise the students as to best order. The Freshman student should take the following courses: English 1, some Language study, and mathematics or science.

No student will be allowed to enroll for more than eighteen hours' work without consent of the faculty and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES

Students of junior and senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only. Courses designed for "Advanced Students and Graduates" will not ordinarily be open to Freshmen and Sophomores.

THESIS

During the senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular class work. More credit may be given if the character and amount of the work merit it.

Description of Courses

PHILOSOPHY AND RELIGION

President Winger

1. **Psychology**—The department offers three terms of Psychology. The work begins with a study of the simple processes of the mind. More specific problems are then taken up. The relation of Psychology to other branches of study especially to Pedagogy. A comparative study of standard treatises and a current literature on the subject daily three terms.

2. **Logic**—Terms, propositions, concepts, judgments, and fallacies will be given careful attention. Both inductive and deductive reasoning will be studied. Text-book with practical exercises. Fall term, two hours.

3. **Ethics**—It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the principles of Christian ethics to practical problems. Winter term, two hours.

4. **Aesthetics**—The definition, forms and standards of beauty will be studied. The relation of this subject to Psychology and Ethics will be noted. Open only to those who have had courses 1 and 3. Spring term, two hours.

FOR ADVANCED STUDENTS AND GRADUATES

5. **Philosophy**—The aim of this course is to acquaint the student with some of the prominent and interesting topics of Philosophy. The work of the year is divided into three parts: (1) Fall term. A brief survey is made of the History of Philisophy. (2). Winter term. A study will be made of the principal problems of metaphysics. (3). Spring term. The doctrine of theism and the positive claim of Christianity as the supernatural and final religion. Course 1 prerequisite. Three hours, three terms.

6. **Studies in Religion**—The aim of this course is to give advanced students a comprehensive view of religion and its influence upon the world. The work of the year is divided into three parts: (a) Fall term. A brief survey of the history of the great religious systems of the world. (b) Winter term. A study of the fundamental principles of religion in relation to psychology and philosophy. (c). Spring term. A study of the fundamental truths and doctrines of the Christian religion as set forth in the New Testament. Three hours each term.

7. **Research Work**—The aim of this work is to aid advanced students in Philosophy in investigating special problems. Some of the great philosophical classics will be studied. As much as six hours credit may be secured for work done.

SOCIOLOGY

1. **Domestic Institutions**—The family as a social unit. Such questions as marriage, homelife and divorce will be considered. Two hours, one term.

2. **Country Life Movement**—This course aims to present the great possibilities of life in the country. The country church will be a special object of study. Two hours, one term.

3. **City Problems**—A course designed to acquaint the student with the conditions and problems of the large cities. Two hours, one term.

For Advanced Students

4. **Descriptive Sociology**—This course will embrace a study of the laws underlying the structure of human society and a brief survey of its historical development. Current theories and the conditions of existing socities will be constantly noted. Three hours, one term.

5. **Social Pathology**—A general introduction to the study of degenerate classes. The problems of intemperance, pauperism and crime will be given special attention. Three hours, one term.

6. **Social Psychology**—A survey of the literature and problems of social consciousness. Lectures and discussions of assigned reading. Five hours, one term.

MATHEMATICS

Professor Ikenberry

1. **College Algebra**—This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binomial theorem, partial fractions, permutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

2. **Trigonometry**—The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are throughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

3. **Analytic Geometry**—The work deals principally with Analytic Geometry of two dimensions. The elementary properties of the straight line, circle, and conics are discussed with a view to advanced work in mechanics and advanced work in general. Spring term, daily.

4. **Differential Calculus**—This course includes the differentiation of algebraic and transcendental functions, the development of continuous functions, evolutions of illscory form, determination of maxima and minima, and application to the theory of curves. One-half year daily.

5. **Integral Calculus**—The work embraces forms, the elementary transformation, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical applications. One-half year, daily.

6. **Advanced Analytical Geometry**—In this course attention is given to the fundamental principles of analytical geometry. The work includes the discussion of the general equation of the second degree in two variables and in three variables, and a study of some of the more important transformations with applications. One term, daily.

7. **Advanced Calculus**—A study of infinite series, the general theorems of Taylor, Maclaurin and Euler with geometrical applications general methods of integration, definite integrals of curves, surface and volumes, with numerous applications to physical and mechanical problems. Two terms, daily.

8. **Differential Equations**—This course embraces the study of the

theory of ordinary and partial differential equations, simultaneous equations, and ordinary and partial differential equations of higher orders. One term, daily.

9. **Advanced Algebra**—A course including complex numbers, determinants and elementary theory of equations. One term.

10. **Theory of Equations**—Open only to students who have completed courses 4 and 5. One term.

Collateral Courses

11. **Surveying**—By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

12. **Mathematical Astronomy**—A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determinatants of longitude, the recurrence of eclipses, and perturbations. One term, daily.

13. **History of Mathematics**—A course of reading designed to give the student some knowledge of the history and development of mathematics. One hour a week for one term.

14. **Teaching of Mathematics**—A course dealing with the nature of arithmetic, algebra and geometry. Special attention to present methods of teaching high school mathematics. Two hours, one term.

BIBLE

Professor Blough

1. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. Reference in Psalms, Wisdom Literature and Prophecy that throw light on historical conditions will be studied. Four hours for three terms.

2. **Life and Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. **The Acts and the Apostolic Age**—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the understanding of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. **New Testament Epistles**—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of some of the Pauline and general epistles. Four hours for one term.

5. **Epistle of Hebrews**—The doctrines of this book will be studied with constant reference to the Old Testament institutions mentioned This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the church of the Brethren pertaining to those ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotional value. Three hours for one term.

8. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **Christian Worker's Course**—This is made up of courses 10, 11 and 12 of the Bible Department. They form a continuous course throughout the year of two hours per week.

11. **Christian Missions**—A study of Christian missions from the scriptural, historical and present day points of view. Same as course 18 of the Bible Department. Two hours for three terms.

12. **Homiletics**—The principles of discourse as applied to sermon building will be worked out inductively. Drills in applying these principles to various types of sermons. Two hours for three terms.

HISTORY

Professor Schwalm

The aim of this department is to give courses both for the general student and for those intending to major in history. For the latter it is desirable that they place special emphasis upon some one of the many fields of history. To this end special courses dealing intensively with Modern European History have been arranged. Courses are offered giving a general knowledge of other fields and periods. The special student should not only know these, but should also know some special period well. Students majoring in history should also take fifteen hours in the department of Social and Political Science. In all history work in addition to the text-book, there will be lectures, collateral reading, reports, map-drawing and occasionally theses showing original work.

General Courses

1. **Bible History**—A historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course 1, in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **American History**—A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and constitutional developments. Recitations,

maps and assigned readings. Five hours, two terms.

3. **Greek History to Roman Conquest**—A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, are, literature, philosophy and religion. Daily, one term.

4. **Roman History to the Fall of the Empire**—While the political and military history is covered, special emphasis is placed upon the constitutional development, social and economical problems, Roman law, the later empire and the cause of the downfall. Daily, one term.

5. **Mediaeval History**—A survey of the changing events of the Mediaeval era. The conversion of the barbarian tribes, the feudal age and its problems, the development of modern nations, Mohammedanism, the crusades, Europe and the Papacy and the Renaissance. Daily one term.

For Advanced Students and Graduates

6. **Church History**—This course will give the student an outline view of the History of the Christian Church from the Apostolic Age to the present time. Special emphasis is put on (1) The Early Church before 600 A. D. (2) The Reformation and (3) Modern Denominational Developments. This course should be preceded by as many of courses (3), (4), (5), and (8) as possible. Three hours, three terms.

7. **History of England**—A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, report on assigned readings, maps. Three hours, three terms.

8. **Modern Europe**—This course begins with Europe in 1500 A. D. and continues to the present time. Social and Political developments are studied. Fall term. The Commercial Revolution, Renaissance and Reformation; Winter term. The Enlightened Despots, Ascendency of France, The French Revolution and Napoleon; Spring term. Europe since 1815, with Emphasis on the growth of Nationality and Democracy. The Industrial Revolution and Socialistic Legislation. Advised for those doing only required work in History. Five hours, three terms.

9. **Research**—Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's ability to do careful work, as well as to gain a greater insight into the real conditions of certain periods. The amount of credit given will depend upon the amount and character of the work done.

10. **Teaching of History**—A course for advanced students who expect to teach history in the High Schools. Planning of lessons and the teaching of those lessons to High School students under the direction of the professor in charge at hours to be arranged.

POLITICAL SCIENCE

Professor Schwalm

1. **American Government**—In this course there will be made a thorough study of the American Government, as to its historical foundations, the theory and workings of the federal and state governments. A course of college civics. Five hours, one term.

2. **Comparative Governments**—This is a study of the governments

of Europe. The governments of Great Britain, France, Germany, Italy and Austria Hungary are studied and their workings carefully noted. Especially helpful to history students. Course 1 should precede this. Five hours, one term.

3. **Political Science.**—A study will be made of the nature, origin, form and functions of the state, the boundry between states, interference and individual liberty, socialism and party government. A course full of interesting problems of current interest. Courses 1 and 2 should precede this. Five hours, one term.

4. **Economics.**—A study of the principles of economics is followed by the discussion of a number of economic problems, such as money and banking, wages, interest, rent, transportation, agricultural problems and public finance. Five hours, one term.

DEPARTMENT OF ENGLISH

Doctor McMullen.

Miss Grosh.

All students who graduate from the college will be required to complete courses (1a) and (1b) or their equivalent. These courses are given every year. Some of the other courses alternate, determined by the demands and needs of the students. At least forty-five hours from these courses will be given each year.

1a. **Introduction to Literature and Composition**—The aim of this course is to give the College Freshmen a survey of English Literature. Representative classics from the different literary periods will be read rapidly. Special efforts will be made to show how these classics reflect the lives and characters of the authors and the spirit and ideals of the age. Three hours, three terms.

1b. **Composition and Rhetoric**—The aim is to develop the power to write correctly and effectively. Essays of the most skillful prose writers will be studied, and the style and diction carefully noted. Two hours, three terms.

2. **Shakespeare and Dramatic Literature**—A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction**—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Chief American Poets**—Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, one term.

For Advanced Students and Graduates

5 **Early English Poetry**—A study of the work of Chaucer, Spenser and Milton. Three hours, one term.

6. **Eighteenth Century Literature**—Selections from Addison, Pope, Johnson, Goldsmith and others. Three hours, one term.

7. **Literary Criticism**—A study of the principles of literary criticism, with practical exercises in their application to various literary

forms. Noted essays in literary criticism will be read. Three hours, one term.

8. **Advanced Composition**—A course for students who are prepared for advanced work in English Composition. Special attention will be given to the subject matter of theme and the logical arrangement. Two hours, three terms.

9. **Romantic Literature**—A study of the Romantic movement and some of the chief poets of that age: Wordsworth, Coleridge, Shelley, Keats and others. Daily, one term.

10 **Nineteenth Century Poetry**—A critical and interpretative study of masterpieces from Tennyson, Browning, Arnold and others. Daily, one term.

11. **Nineteenth Century Prose**—The reading and careful study of selections from the works of such great prose writers as Macaulay, Carlyle, Newman, Emerson and others. Lectures and reports. Daily, one term.

12. **Teaching High School English**—This course is interesting for seniors who are preparing to teach English Literature and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study and special problems involved in the teaching of the subject will be given careful attention. Three hours, one term.

EDUCATION

President Winger

Doctor McMullen.

Miss Brown.

1. **Beginning Psychology**—An introduction to the study of psychology. The fundamental processes of the mind will studied with special reference to their importance in education. Five hours.

2. **Advanced Psychology**—A study of some standard treatise of the subject, dealing with some of the more difficult phases of the mental processes and development. Five hours.

3. **Educational Psychology**—A special study in the application of the principles of psychology to educational problems and practice. One or more standard texts will be studied. Five hours.

4. **Social Psychology.**—A study of social consciousness and of the many ways in which mental behavior is influenced by social thinking and customs. Five hours.

5. **Principles of Education**—A study of the processes of education as they are determined by the needs and natures of the child. Five hours.

6. **General Method**—A study of the general principles of the teaching process. These will be studied with reference to a few of the common school subjects. The work will be made practical by observation of teaching in the training school. Five hours.

7. **Primary Methods.**—A special study of methods and devices as applied to primary school work. Five hours.

8. **High School Methods.**—A number of departments are offering courses dealing with the teaching of high school subjects. These are described under the different departments.

9. **School Organization and School Laws**—A study of the methods and principes that control the organization of management of schools. Special study will be made of the school laws of Indiana and Ohio for the benefit of students in these states. One term daily.

10. **History of Education**—This course traces the intellectual development of the human race from Oriental Nations, through Greece, Rome and the Mediaeval ages down to the present. Special attention to the work of great educators. Two terms.

11. **Practical Teaching**—Practice teaching is given both in the grades and high school subjects. Lesson plans are worked out and actual teaching under the observation and criticism of the practice teachers.

Special Problems—Research work will be offered to advanced students majoring in education. The nature and amount will be determined in consultation with the professor in charge.

MODERN LANGUAGES

Professor Leonard

1. **French**—Rudiments of French Grammar (Thieme and Effinger's Text), with composition work and practice in conversation. Daily throughout the year.

2. **Elementary German**—German Grammar, reading of easy prose with practice in conversation and writing German. Daily throughout the year.

3. **Sophomore German**—Fall term. A study of Lessing and his works. Winter term. Composition. Spring term. Schiller and his works. Daily throughout the year.

For Advanced Students and Graduates

4. **Modern and Classical Drama**—Dramas and prose works of the following authors will be read: Schiller, Goethe, Grillparzer, von Kleist and Sudermann. History of German Literature. Prose Composition. Daily, throughout the year. Presupposes course 2.

5. **Faust**—History of the Faust Legend. Interpretation and critical reading of both parts. Three hours per week, throughout the year. Presupposes course 3.

6. **Advanced Composition**—Two hours per week, throughout the year.

ANCIENT LANGUAGES
GREEK

Professor Blough

Miss Grosh

1. **Elementary Greek**—The elements of Greek as found in any beginner s book. Special emphasis on forms. Drill and practice in easy sight reading and composition. Three hours, throughout the year.

2. **New Testament Greek**—Different books of the New Testament

will be read. Careful attention to moods and tenses and to constructions as they affect the meaning. Two hours, six terms.

3. **Homer's Iliad and Odyssey**—Selected books of each. (Given only when number of students desire it).

LATIN

1. **Sallust, Cicero and Livy**—Sallust, Catalines' Conspiracy; Cicero DeAmicitia or De Senectute; Livy, Books 21 and 22 and selections. A study of style and constructions. Collateral reading and reports. Three hours throughout the year.

2. **Private Life of the Romans**—Recitations, lectures and reports. Johnson's "The Private Life of the Romans." One hour throughout the year.

3. **Compositions**—Translation in Latin of single sentences and connected discourse. A review of syntax. One hour throughout the year.

4. **Latin Grammar**—A general survey with emphasis upon syntax and some unusual constructions. One hour throughout the year.

CHEMISTRY

Professor Kintner

1. **General Chemistry**—A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory work and recitations. Practice in qualitative analysis. Daily three terms.

2. **Qualitative Analysis**—A course in the separation and identification of the common compound. Dry and "wet-way" analysis. One recitation and four laboratory periods per week. One term.

3. **Quantitative Analysis**—A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is prerequisite. Daily, two hours.

4. **Inorganic Preparations**—A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3, a prerequisite. Daily, one term.

g. **Physical Chemistry**—A general course in Physical and Theoretical Chemistry. Course 3 a prerequisite. Daily, two terms.

6. **Organic Chemistry**—A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Daily, three terms.

BIOLOGY

Professor Sollenberger

Professor Kintner

1. **Botany.**—A study of typical specimens of the plant kingdom from lower to higher forms, including some of the general principles of physiology, ecology and pathology. Four hours, three terms.

2. **Zoology.**—The year's work is divided into two parts. (1) Invertebrate Zoology. Eighteen weeks. A study of the lower forms of animal life. (b) Vertebrate Zoology. Eighteen weeks. A compartive study of vetebrate animals. Four hours per week.

3. **Cellular Biology**—Maturation and fertilization cell division, etc. Laboratory methods of fixing, staining and embedding. Open to students who have completed Course 1. One term.

4. **Embryology**—Study of the early stages of some typical vertebrates, including formation of germ layers, early stages of body organs. Embryological theories will be studied and attention given to methods of preparing embryos and slides. Open to those who have completed Course 2. One term.

5. **Heredity**—Physical basis and laws of variation and heredity. Some of the facts and theories developed by recent research. Eugenic measures, etc. One term. Open to those who have completed Course 2.

6. **Vegetable Histology**—A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

7. **Dendrology**—Trees and shrubs. Practice in identification in both winter and summer condition. A dendriological herbarium is required. One term.

OTHER SCIENCES

Professor Kintner

Professor Ikenberry

The institution as yet is not equipped to give extended courses in other sciences than Chemistry and Biology. The following courses are designed for the general culture of the student and for supplementary work for those majoring in Chemistry and Biology.

1. **General Physics**—A practical and theoretical course in Mechanics, Sound, Heat, Light, Electricity, and Magnetism. Two days each week are devoted to problems and laboratory work, and three periods a week are given to the theoretical development of the subject. Four hours, three terms.

2. **Geology**—Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

3. **Astronomy**—A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

4. **Physiology**—A course in general physiology, consisting of classroom recitation supplemented by laboratory exercises and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily one term.

PREMEDICAL COURSE

Many young people are interested in a medical education. Such a course always includes a certain amount of regular college subjects. Manchester College has made definite arrangements with Ohio State University, by which the following course will be given full credit in the School of Medicine. A student who completes this course may continue his course in the university. After two years' work there Manchester College will grant him the B. S. degree. Another two years' work will enable him to complete the course required for Doctor of Medicine.

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. 5)	Qual. Anal. (5)
Physics (4)	Physics (4)	Physics (4)
English (2)	English (2)	English (2)
Mod. Lang. (5)	Mod. Lang. (5)	Mod. Lang. (5)

SECOND YEAR

Qual. Anal. (5)	Inv. Zool. (2)	Vert. Zool. (4)
Inv. Zool. (4)	Vert. Zool. ([illegible]	Elective (5)
Psychology (5)	Embryology (5)	Elective (2)
Elective (2)	Elective (2)	
Organ. Chem. (5)	Org. Chem. (5)	

The above term hours equal the following in Semester Hours:

General Chemistry	English	Psychology
Qual Analysis	Modern Language	Embryology
Organic Chemistry	Invertebrate Zool.	Electives
Physics	Vertebrate Zool.	

6 and 2/3 semester hours.	4 semester hours.
6 and 2/3 semester hours.	4 semester hours.
6 and 2/3 semester hours.	3 and 1/3 semester hours.
8 semester hours.	3 and 1/3 semester hours.
4 semester hours.	6 semester hours.
10 semester hours.	

The English will be Composition, unless student should be excused by virtue of ability in subject. In that case the student can take a course in Literature.

The five hour elective may be mathematics, history, sociology, etc.

The two hour elective should be Physical Culture or Hygiene.

RURAL ECONOMICS

Professor Sollenberger

Professor Kintner

The work of this department is primarily for those who expect to live and labor in rural districts. It is for all leaders of country life, including the minister and teacher. In order that the services of these may be effective an effort will be made to create an appreciation of the farmer's point of view, as well as give a basic knowledge for a sane and constructive program for rural betterment.

This course aims to give aid in solving the many problems that come to the practical farmer. Not only must the modern farmer know the scientific technique of production, but he must also know how to organize the farm for greatest results. Furthermore he must not only be a good farmer, but he must be a good citizen, a good member of the different social organizations with which he comes in touch.

To those wishing to major in this department, advice and help will be given in mapping out a course of study. Other courses will be planned later to meet the needs of the students. The following courses are now being given:

1. Farm Management—This course deals with the application of economic and scientific principles to the business of farming. Special emphasis will be placed upon the organization and administration of

the farm from the standpoint of the individual. Texts, lectures, collateral readings and reports. It is very desirable that this course be preceded by a general course in Economics.
Fall term, five hours.

2. **Agricultural Economics**—A study of the important economic problems affecting the farmers as a class. The relation of agriculture to other industries, land tenure, rural finance, the government in relation to the farmer. Recitations, lectures, collateral readings and reports. Pre-requisites: Course one and General Economics.
Winter term, five hours.

3. **Rural Sociology.**—A study of organized society in the rural districts. The church, school, home and farmer's organizations and their bearing upon country life are studied. Attention will be given to constructive rural betterment. Lectures and discussions on texts and reading assignments. Courses 1 and 2 pre-requisites. Spring term, five hours.

4. **Animal Husbandry**—A study of practical methods of managing and treating farm animals and poultry; elementary principles of breeding; the laws of animal nutrition; foods and their composition; standard rations; hygiene; some of the more common diseases of farm animals—recognition and first-aid treatment; milk and milk products, etc. Two terms daily.

5. **Soils**—A study of soil formation; water movement and control, drainage; soil organisms; manures and fertilizers. The laboratory work consists of numerous experiments on the physical properties of soil. Field experiments are carried on whenever weather conditions permit. During the spring and summer plot tests are carried on—much of the laboratory work being under actual field conditions. Emphasis placed upon practical problems. The text book is supplemented by other texts, bulletins and reports. Outside reading required. Two terms daily.

6. **Horticulture**—A systematic study of the principles of fruit growing and gardening, both for home and market. The subject will not merely be studied from text books, but from the practical side as shown in surrounding farms and college gardens. Such topics as the preparation of seed beds; hot beds and cold frames; pruning, propagating; plant diseases and insect pests; spraying for the control of insect and fungus enemies; harvesting and marketing. Practice in grafting, pruning, and greenhouse work will be required. In the spring and summer considerable attention will be given to gardening and field work, the student being required to work out some definite problem in connection with his study. Two terms daily.

7. **Teaching of Agriculture**—This course is especially designed for teachers in the public schools who cannot take a full year's work. It does not aim to give a lot of academic knowledge, but to lead the teacher to see the proper method of the subject, to give him the practice in working out a few problems right, and to give him an insight and inspiration that will help him to work out other problems and to give help and inspiration to his studies.

8. **Research**—The aim of this work is to offer an opportunity for advanced students to carry on a special line of research in farm management, history, and literature of agriculture, agricultural economics and rural sociology. Credit given to depend on the amount and character of the work done.

9. **Extension Courses**—The department is planning extension work

by the way of lectures, demonstrations and discussions of practical subjects to the farmer. This work is to be given in local institutes or lectures as they may be arranged.

10. **Farmers' Short Course**—At least one week during the Winter Term will be given a Farmers' Short Course. For this some of the best talent will be secured. Some of the courses and terms will be announced later.

M. C.—O. S. U. AGRICULTURAL COURSE

Arrangements have been completed with Ohio State University whereby students desiring agriculture can take two years of required work at Manchester and the remaining two years at O. S. U. At the end of four years he will receive the degree of Bachelor of Agriculture from Ohio State University and the degree of Bachelor of Arts from Manchester. This arrangement makes it possible for the student to get the best from each school. In Manchester he will secure the required literary work, together with all of the religious and moral training possible. In O. S. U. he will receive the advantage of splendid equipment and excellent teaching force. Few schools in the country are coming to the front more rapidly than Ohio State University. This should appeal especially to the Ohio patrons of Manchester College.

OUTLINE OF COURSES

	First Year	
Fall Term	**Winter Term**	**Spring Term**
Gen. Chem. (5)	Gen. Chemistry (5)	Qual. Analysis (5)
Botany (4)	Botany (4)	Botany (4)
English (5)	English (5)	Shop Work (2)
Mech. Draw. (2)	Wood Working (2)	Elective (5)
	Second Year	
Zoology (4)	Zoology (4)	Zoology (4)
Mathematics (5)	Physics (5)	Geology (5)
History (4)	Economics (4)	Economics (4)
Bible or Elective (3)	Bible or Elective (3)	Bible or Elective (3)

HOME ECONOMICS

Miss Brown

The course in Home Economics is planned to give such instruction as seems an important part of the general education of every young woman, and to meet the needs of those who desire to teach. It aims by the teaching and practicing of principles to develop reasoning powers and resources and to inspire an interest in the home and its works.

The course as outlined is open to students registered in College, or who have had a four years' course in High School or its equivalent. (Special concessions will be granted to those who have had at least two years' High School work and are at least 17 years of age.)

A diploma is granted for the completion of the two years course.

COURSE OF STUDY

	First Year.	
Fall Term	**Winter Term**	**Spring Term**
H. E. 1 A and B	H. E. 2 A. and B.	H. E. 3 A and B
Chemistry	Chemistry	Chemistry
English	English	English
Psychology	Psychology (or some educational elective.)	Psychology (or some educational elective).

Second Term

Fall Term	Winter Term	Spring Term
H. E. 4 Household Chemistry Dress design One Elective	H. E. 5 Physiology Two Electives.	H. E. 6 Hygiene & Nursing Two Electives.

College Credit is given for all work.

COURSES

Food and Elementary Cooking—This course is planned on the basis of food principles. Foods are considered as to their origin, chemical composition and digestibility. Foods will be cooked in the laboratory and experiments will be made which illustrate the scientific points connected with their cooking. Recitations, lectures, assigned readings, and reports. One lecture or recitation and three hours laboratory each week.

In the following description, Home Economics is abbreviated H. E.

Home Economics 1 B—This deals with hand processes and machine work. Simple stitches are learned. Textiles are presented from the view point of the purchaser. Textile fabrics are considered in relation to value and purpose. Market fabrics in cotton, linen, wool and silk are identified and graded by each student. One lecture or recitation and three hours laboratory each week.

H. E. 2. A—Continuation of H. E. 1. A. One lecture or recitation, three hours laboratory. Must be preceded by H. E. 1 A. or its equivalent.

H. E. 2 B.—Textile work, a continuation of H. E. 1. B. Making of simple undergarments from patterns drafted by students. One lecture or recitation, three hours laboratory. Must be preceded by H. E. 1 B or its equivalent.

H. E. 3 A.—Continuation of H. E. 2 A. One lecture or recitation, three hours laboratory. Must be preceded by H. E. 2 A or its equivalent.

H. E. 3 B.—Textile work a continuation of H. E. 2 B. Fundamental principles of garment making. One lecture or recitation, three hours laboratory. Must be preceded by H. E. 2 B. or its equivalent.

H. E. 4.—Advanced Food Study. Laboratory work on canning and preserving of fruits and vegetables and invalid cooking. Three recitations, three hours laboratory each week.

H. E. 5—Advanced Food Study. Laboratory work on prepration and serving of meals with special emphasis on the dietetic value and cost Recitation work on teaching of subjects of Home Economics in grade and high school, three recitations, three hours laboratory.

H. E. 6—Household Management and Account. A study of the fundamental principles underlying the planning and furnishing of a home. A study of personal and household accounts and divisions of income. Five recitations each week.

H. E. 7—Household Chemistry—Two recitations, one laboratory. Must be preceeded by one year's general chemistry.

H. E. 8 Dress Design.—Two recitations, one laboratory.

H. E. 9—Personal Hygiene and practical Nursing. Study of body in health; effects of incorrect clothing, requirements and care of sick room, causes, symptoms and treatment of common diseases; general care of the sick. Five recitations per week.

H. E. 10—Teachers Course. For Normal students courses will be given during the spring and summer with the special view of preparing teachers for their work in the grades and high schools. Four hours recitation, six hours laboratory.

INDUSTRIAL ARTS

Mr. Keever.

Course 1—Bench Work. Elementary. This course is primarily a beginner's course, consisting of a series of progressive exercises involving the use and care of tools. The first half term is devoted to the making of small pieces. If sufficient progress is made in that time the student may make larger pieces such as magazine racks, upholstered foot stools, etc. Several kinds of finishes will be taught including use of wax, the fuming of oak, shellac and varnish. All projects are made from blue prints or working drawings made by students.

Course 2—Table Construction. This course covers the choice of material, matching and glueing of joints, mortise and tenon joinery, assembling and finishing, of projects made. The student is given a choice of several designs of library and breakfast tables. All projects are made from drawings either furnished or made by the student.

3. Course.—Base Construction. This course is given for those who wish to make wall cases, music cabinets, chafingdish stands or book cases. The study and construction of panel is given each problem. Glue joinery, finishing and design work are involved in the project.

Course 4.—Normal Course, Exercises based on the State Course of Study of Indiana will be given in this course. Exercises in soft wood suitable for sixth, seventh and eighth grades will begin. Hard wood projects for high, elementary upholstering, fuming, waxing, French polishing and use of shellac paints and varnishes will be given in this course. Spring term, one hour a week.

Course 5—Mechanical Drawing. The use of tools and instruments, exercises in projections, lettering and conventions are given in this course. Particular attention is paid to the making of working drawings. Each student is required to draw and make tracings of assignments given. Blue prints from his tracing are made for use in the shop.

COMMERCIAL

Miss Workman

Mr. Keim

1. Principles of Accounting—The aim of this course is to give the student a through education in the fundamental principles of accounting. The work is thoroughly practical and arranged to meet the needs of those who desire information on business organizations, management forms, etc. Daily, one term.

2. The Theory and Practice of Accounting—The application of principles already learned to special sets and business such as corporation, wholesale banking, commission, etc. A good survey of the field of Accountancy and such that will enable any who takes it to devise systems to suit their own needs. Daily, two hours.

3. **Farm Accounting**—A practical course for fundamental principles of book-keeping are taught in such a manner as to appeal to those intrested in agriculture. One term daily.

4. **Stenography**—In consideration of the culture, as well as the practical, value of a course in stenography, the College Department will give credit for students who take the one-year course accompanied by typewriting, if no grades fall below 90%, three hours credit per term will be granted. Students will find a write-up of this course under the commercial department.

ORATORY AND EXPRESSION

Professor Stutsman

Professor Schwalm

1. **Advanced Expression**—A course for those who have had the elementary course in expression. It includes Bible and Hymn reading, Repertoire, Development of Expression and Fundamentals. The class meets daily throughout the year. College credit of three hours a term will be given.

2. **Public Speaking**—A study will be made of the principles of public speaking. Masterpieces of oratory will be rendered. Preparation and delivery or orginal speeches. Special attention will be given to volume and power of voice and to proper bodily expression. Two hours, three terms.

3. **Debating**—A special study of the principles of argumentation. Students will prepare briefs, take leading parts in debates and practice extemporaneous speaking. Two hours, three terms.

4. **Literary Practice**—The College Literary Society, the Majestica, affords excellent opportunities for literary practice. College students who are active members of this society and are faithful in the performance of their duties will be allowed one-half hour credit on the college course for each term they remain active members.

5. **Physical Culture**—Practice two hours a week at hours to be arranged. Two hours credit will be given to those who take the year's work.

MUSIC

Professor Stahley

1. **History of Music**—A study of both ancient and modern musical history. The biographies of the great musicians are reproduced by the student. One hour, three terms.

2. **Harmony**—The elements of music, chord formation, scales, etc. Composition of music for songs required. One hour, three terms.

3. **Advanced Chorus**—This course is open to those who have a general knowledge of the rudiments of music. Chorus practice, anthems and cantatas. Each year some great oratorio is rendered by the class. Two hours throughout the year. Those who take the work the entire year will be allowed three hours college credit.

Normal School

Manchester College maintains a Normal School that has gained wide recognition in Indiana, Ohio and other states.

When the new regulations were made in Indiana in 1907 concerning the training of teachers for the public schools, Manchester College was at once recognized by the Indiana State Board of Education as an institution worthy to give teachers this training. It was accredited for classes "A" and "B" on June 21, 1907, and on April 9, 1901, it was placed in class "C." This last acquirement gave her the privilege of doing three years of normal work and preparing teachers for the highest class in the public school. Each year since then a committee from the State Board of Education has visited the school, and, on its recommendation, the institution has been re-accredited.

PROFESSIONAL COURSES OF STUDY

(Required by the Indiana State Board of Education.)

IN NORMAL DEPARTMENTS

Course for "Class A."

(Twelve Weeks)

(a) One period a day in any one of the following subjects: Methods I, Observation, Educational Psychology I, History of Education I, Child Study.

(b) One period a day must be given to the study from the teacher's standpoint of some one of the common school subjects.

(c) One period a day must be given to the study from the teacher's point of view of one of the advanced subjects.

(d) The fourth subject may be elected from (b) or (c), or it may be a vocational subject such as Agriculture, Manual Training or Domestic Science.

Course for "Class B."

(Twenty-four Weeks)

(a) Same regulation and subjects as in Class A, with no duplication of work.

(b) Same regulation as in class A, with no duplication of work done in that class.

(c) Same as in class A.

(d) Same as in Class A.

"Class C."

The requirement that a teacher of the third class "shall be a graduate of a school maintaining a professional course for the training of teachers, or its equivalent," shall be construed to mean that such teacher shall have completed a course of not less than three years above that required for graduation from a commissioned high school, at least one-fourth of which shall be of a strictly professional or pedagogical character, and in which the remaining subjects shall be studied and taught of a standard college or university which maintains a professional college or university less than three years, accredited by the State Teachers' Training Board, at least one-fourth of whose work shall have been in such department, may, upon complying with the other requirements of the law, be admitted to "Class C."

COURSE FOR "CLASS C"

(Three Years)

Required Subjects

Arithmetic	Twenty-four Weeks
English Grammar	Twenty-four Weeks
Composition	Twelve Weeks
U. S. History and Civil Government	Twenty-four Weeks
Physiology and Hygiene	Twenty-four Weeks
Oral Reading and Literature	Twenty-four Weeks
Geography	Twenty-four Weeks
Penmanship	Twelve Weeks
Educational Psychology, with special reference to grade work	Thirty-six Weeks
Principles and Practice in Training Schools	Twenty-four Weeks
School Organization and Administration	Twelve Weeks
History of Education	Twelve Weeks
Manual Training and Domestic Science	Twelve Weeks
Vocal Music	Twelve Weeks
Drawing	Twelve Weeks
Nature Study	Twelve Weeks
Physical Culture	Twelve Weeks

Elective Subjects

Latin	3 Years
German	3 Years
Algebra	1 Year
Geometry	1 Year
Trigonometry and Analytical Geometry	1 Year
Physics	1 Year
Chemistry	2 Years
Botany	2 Years
Zoology	2 Years
English and American Literature	2 Years
History	2 Years

CLASS AND LICENSES IN INDIANA

1. A teacher who has completed Class A work is eligible for a twelve months' license. No higher grade license may be issued to a teacher of this class. The teacher may remain in his class indefinitely. He can not pass out of it until he takes Class B work, has at least one year of experience, and makes a grade for a twenty-four months' license.

2. A teacher who has completed Class B work and has had one year's experience is eligible for a twenty-four month ' license, and no higher grade license may be issued to a teacher of this class. A teacher can not pass out of Class B until he complete Class C professional work, has at least three years' experience, and makes a grade for a thirty-six months' license.

3. A teacher who has completed Class C work and who has had three years' experience is eligible to a thirty-six months' license.

NORMAL ENGLISH COURSE

1. This course is designed to encourage high school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this should be the minimum preparation for so important work.

2. The completion of a high school course or its equivalent is a

prerequisite for taking this course.

3. Those preparing to teach in Indiana will take each term one professonal subject, one advanced subject, and one of the common school subjects taught from the teacher's point of view. The fourth subject may be either a common school, or an advanced subject. Additional work may be from some of the following: Vocal music, penmanship, drawing, manual training or domestic science. These students will be granted the "A" and "B" certificates.

4. The professional subjects are those outlined in the Department of Education in the College. The higher branches are the elective subjects in the course of Class "C." The common branches are as follows: Arithmetic, grammar and composition, United States History and Civics, physiology and hygiene, oral reading and literature, geography, agriculture, manual training, domestic science and nature study.

5. Those preparing to teach in Ohio must take one-half of their work in professional subjects as follow: Practice teaching and observation of teaching; psychology; primary methods, special methods and genera methods; history of education or principles of education; school organization, course of study and school law. The other half of the work is to be taken from common school subjects taught from the teachers' point of view.

6. Those who complete this course satisfactorily will be awarded a diploma, and the B. E. degree.

SPECIAL COURSES

Those who do not desire to finish any of the above courses, but who desire instruction in special subjects, may enter any class for which they may have sufficient preparation. Students from other states who want special work can secure a course to their liking.

OHIO NORMAL REQUIREMENTS

Manchester College has always taken deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. This institution desires to meet all of the requirements of the state so that it may be in position to serve its constituency well.

The attitude of Ohio towards institutions outside the state is shown in section 20 of the regulations for the certification of teachers. It reads as follows: "Institutions outside of Ohio will, for the most part, not be visited and listed by this department as approved schools. But after the school year 1914-1915 the cases of graduates from these schools will be considered and passed on individually, and if the applicant has the amount and sort of credit required and if the institution is accredited for the training of teachers by the state in which it is situated, the certificates may be issued."

The Summer Schools of Manchester College since 1914 have been formally accredited by the Ohio State Board of Education. Work done during the summer has been formally recognized by the Ohio school boards.

Students who take work during the regular school year also receive credit. Those who complete the one year normal work receive the provisional certificate as it is granted in Ohio to those completing the one year course. On other courses work has received full equivalent value.

There are several special courses in which Ohio students are interested. This College aims to provide courses fully equivalent to those demanded in Ohio.

One year of normal work is outlined under the Normal English course. This work will apply on the two-year course.

The two years' course leading to the provisional certificate demands that the course shall include thirty semester hours (forty-five term hours) of professional studies with a certain minimum in each. These professional subjects are found outlined in the Department of Education in the College. The student will find the courses given in these and the common school subjects sufficient to equal this two year's course.

Those who desire to prepare to obtain the high school provisional certificate should major in the Department of Education in the college. Five hours of Observation and Practice teaching will be required and not less than three hours of each of the following subjects: History of Education; Science of Education or Principles of Education; Methods of Teaching, General and Special; School Organization, including School Management, Class Room Management and School Laws, and Psychology. The remainder of the forty-five hours required for graduation may be selected from these subjects or from Sociology, Ethics and Philosophy. Note the summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE

The College of Liberal Arts, Manchester College, now offers enough work in Education that students who are working for the A. B. degree can take their major work in that department. At least forty-five hours, or nine terms, in this department are required for major work. Another fifteen hours may be taken in the allied subjects of Sociology and Philosophy. The courses offered are described under the College department and are as follows:

Educational Psychology	Thirty-six weeks
Principles of Education	Twelve weeks
General and Special Methods	Twenty-four weeks
Observation and Practice Teaching	Twenty-four weeks
School Administration	Twelve weeks
History of Education	Twenty-four weeks
Modern School Systems	Twelve weeks
Special High School Methods.	

COLLEGE TRAINING SCHOOL

The Training School established on the college grounds has won a reputation for thorough, standard, well organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformily expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where pratcice teaching may be done. In these three schools there will be ample provision for practical work.

DESCRIPTION OF COURSES

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Public School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic—This will both give a review of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to every day practical problems of life.

Grammar—The aim of this course is to present the fundamental principles of English Grammar, not merely as a formal subject, but as a thot subject as well. Methods of teaching the correct use of English in the early grades, and of formal grammar in the later grades, will be emphasized.

Reading—The student will be taught the proper method of expression through getting the thot to be expressed. The best method of teaching beginners will be presented. There will be some study of the best books for children considered.

Geography—This subject will be more than review. It will endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught. The earth as the home of man will be much more interesting when the child sees it as his home. How to present the subject in this way will be made clear.

History and Civics—The fundamental facts of our country's history will be studied. Civic problems will be studied in their proper connection. Present day movements and civic problems will be stuided with care. Also the best method whereby the teacher can present the subject in an interesting and helpful manner.

Physiology and Hygiene—These subjects go hand in hand. Physiology too often has been a useless study because the care of the body was not emphasized. This course aims to help the teacher be of help to the child and the home through a proper, skillful presentation of proper facts. Special attention given to problems of sanitation, such as city housing, drainage, water systems, prevention of disease, etc.

Bible Department

There never was perhaps a period in the history of the world in which there has been such a general awakening in Bible study as there has been within the present century. The great aim of the Bible department is to furnish abundant opportunity to students for Bible study, and to give training and inspiration to ministers, missionaries, Sunday School teachers and Christian workers. The ultimate object is the enrichment of the student's own spiritual experience, and his equipment and inspiration for the most efficient Christian service. Courses are planned with a view to the direct study of the Bible, and not merely to study books about the Bible.

This is a day of co-operation and division of labor. Bethany Bible School of Chicago is an institution under the direction of the Church of the Brethren. Its efforts are wholly given to the teaching of the Bible, and training men and women for practical work in the church. Because of its broad course of Bible study, its larger faculty, and its advantages in location for specific work, the Bible department of Manchester College has co-ordinated her course with those of Bethany. An arrangement has thus been made and agreed to by the trustees of both institutions whereby the two schools shall work together for certain ends. The Bible work in each school is given credit in the other. It is the aim of this department to give to our students the general and supplementary courses here, and encourage them to take their more advanced work and specific training at Bethany. A more complete statement of the relation of the courses will be made in the following description of courses.

DESCRIPTION OF SUBJECTS

1. **Bible History**—This includes a survey of the events recorded in the Old Testament from the creation to the return from captivity. The third term deals with history of the Jewish people after their return from captivity and during the four hundred years preceding the Christian era. The religious, social and political conditions of Palestine in the New Testament period will be studied carefully. In this course the general nature and structure of each historical book is studied, and then the events worked out in harmony with the purpose of the book. References in Psalms, Wisdom Literature and Prophecy that throw light on historical condition will be studied. Four hours for three terms.

2. **Life and Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. This is an advanced study of much importance because of the doctrinal value of the book. Four hours for one term.

3. **The Acts and the Apostolic Age**—This is an advanced study in which not only the historical and geographical facts are studied, but also the background that these facts form for the undertaking of the epistolary writings. The fundamental doctrines of the book will be carefully studied. Four hours for one term.

4. **New Testament Epistles**—The aim of this course is to give the student some careful exegetical, historical and doctrinal study of the general epistles. Four hours for one term.

5. **Epistles to the Hebrews.**—The doctrines of this book will be

studied with constant reference to the Old Testament institutions mentioned. This course furnishes a good introduction for the study of New Testament ordinances. Three hours for one term.

6. **New Testament Church Ordinances**—A study of the religious rites and ordinances of the New Testament. The position of the Church of the Brethren pertaining to these ordinances will be given much attention. Three hours for one term.

7. **Psalms and Wisdom Literature**—These books will be studied in reference to their purpose and contents. A number of the Psalms will be studied from the standpoint of their devotinal value. Three hours for one term.

8. **Doctrine of Prayer**—A careful study of the subject of prayer as taught by our Lord. Its purpose is devotional and aims to reveal to the believer the power and blessing of prayer. One hour for three terms.

9. **Doctrine of the Holy Spirit**—This is a study of Biblical texts that set forth the work and power of the Holy Spirit through individuals and the Christian Church. One hour for three terms.

10. **Doctrine of Conversion**—A study of examples of conversion as found in the Acts. Also the teachings of the New Testament in general on this subject. Two hours for one term.

11. **Christian Nurture**—The aim of this course is to help Christians to overcome their own difficulties and thus give help and comfort to others. Two hours for one term.

12. **Personal Work.—Here are set forth the** conditions, essential, preparation and methods of doing practical Christian work. Two hours for one term.

13. **New Testament Greek**—This course presupposes a year's work in classical Greek. Careful attention will be given to important principles of Greek syntax, and Greek moods and tenses. Rapid readings from some of the easier portions of the New Testament will be followed by a more careful exegetical work. Two hours for six terms.

14. **Church History.**—The aim is to give the student a connected view of the history of the Christian Church from its beginning to the present day. After a general study of the rise of the chief denominations of today, a more extended study will be made of the rise and history of the Church of the Brethren. Three hours for three terms.

15. **Christian Missions**—This is the day of Missions. This course aims to give instructions in, and create enthusiam for, the mission work of the church. A careful study will be made of the teachings of the scriptures pertaining to the missionary work and duties of the church. The missionary work of the church in different ages will be outlined, placing special emphasis on the modern missions movement and the missions of the Church of the Brethren. The principles and methods of present-day missionary activities will be given special attention. Two hours for three terms.

16. **Homiletics**—The aim is to give students the ability to work out discourses and sermons, using the scripture as their material. The principles of discourse as applied to sermon building will be worked out inductively. Drill in applying these principles to various types of sermons. Two hours, three terms.

17. **Bible Doctrines**—The aim of this course is to give to students

who have had a survey of Biblical Literature a systematic study of the fundamental truths and doctrines of the Bible. Courses 2, 4, 6 and 7 should precede this. Two hours, three terms.

18. **Bible Geography**—A fair knowledge of Bible lands is necessary to the full understanding of the Bible text. In this course the student becomes acquainted with the land, and learns to identify Bible incidents with the places where they occurred. Four hours for one term.

19. **Sunday School Normal**—The book "Training the Teachers" will be used and the student at the close of the term will be expected to take the examination for passing the State Teachers' Training Course.

20. **Sunday School Pedagogy**—In this course the Sunday School teacher learns some of the most important principles of psychology and pedagogy. Practical applications of these principles to the work of Sunday School teaching will be made. Four hours for one term.

21. **Expression**—The aim of this course is to give practical instruction in Oral Reading and help the student interpret and express to others clearly the meaning of the printed pages. Some special attention will be given to Bible and Hymn Readings. Two hours for three terms.

22. **Vocal Music**—Drills are given in the rudiments of Music in connection with Songs, Hymns, Choruses and easy anthems. Two hours for three terms.

BIBLE NORMAL COURSE

It is the aim of this course to give practical instruction to Sunday School and Christian workers. It is not claimed that it gives a thorough knowledge of the Bible, but for those who cannot take a longer course, it gives a beginning of systematic study. It teaches right methods of study and aims to give to the student strength to pursue Bible study for himself. It aims also to give the student a knowledge of how to win souls for Christ and be a leader in all kinds of church work.

This course is so arranged that it can be taken all in one year if the student has had sufficient literary training. The prime purpose, however, is that it may be taken in connection with a student's Academic course All literary education should be strengthened on the spiritual side by Bible study. A good student can carry some of this work while taking his Academic course, and by the time the latter is complete, he also will have completed the Bible Normal course. The figures in the following arrangement indicate the corresponding years in the Academic course when the subject may be taken.

Those who complete this course will receive a diploma, and receive one year's credit in the Bible Teacher Training Course of Bethany Bible School.

ARRANGEMENT

Fall Term—Life of Jesus (1), Prayer (1), Bible Geography (2), Holy Spirit (3), Conversion (3), Missions (4), Bible History (4).

Winter Term—Acts (1), Prayer (1), Sunday School Normal (2), (2), Holy Spirit (3), Christian Nature (3), Missions (4), Bible History (4).

Spring Term—Psalms (1), Prayer (1), Sunday School Pedagogy (2), Holy Spirit (3), Personal Work (3), Missions (4), Bible History (4).

THE SEMINARY COURSE

The aim of this course is to give a year of Bible study to those who expect to take a full seminary course, and to college students in general. Students of sufficient literary training may complete the course in one year, but the real aim is to have students in the College of Liberal Arts pursue this study in connection with their literary work. They will receive full credit on the college course for it. The figures after the subjects in the following arrangement represent the corresponding years in the college course when the subject should be taken. But this order is not rigid.

Graduates of the Liberal Arts School, who have completed this course and at least forty-five hours of supplementary studies will receive two years' credit in Bethany. This will enable the student to complete the full seminary course at Bethany and receive the B. D. degree in two years after graduating from college, thus completing both college and seminary courses in six years. Also high school graduates, or their equivalents, who have completed the four years' seminary course in Bothany, will be given two years' credit on the college course in Manchester College, and so be able to complete the A. B. course here in two more years. Then upon recommendation of this institution, Bethany Bible School will confer upon them the B. D. degree.

Supplementary subjects from which the forty-five hours may be selected are as follows: Oratory, Logic, Ethics, Christian Evidence, Psychology, Sociology, Introduction ot Philosophy, Church History and Missions, Ancient History.

Bethany students and graduates who expect two years credit on their college course at Manchester, must have completed in their seminary work at least forty-five hours of such subjects as Religious Pedagogy, Educational Psychology, Ethics, Psychology of Religion, Homiletics, Church History, Missions, Greek or Hebrew. Forty-five hours of their Bible work will be counted as fulfilling the conditions of major work at Manchester, but they will be required to meet the conditions of prescribed studies and thesis.

ARRANGEMENTS

Fall Term—Bible History (1), Life and Teachings of Jesus (2), Conversion (3), Prayer and Holy Spirit (3), Hebrews (4), Missions (4).

Winter Term—Bible History (1), Acts and Apostolic Age (2), Christian Nurture (3), Prayer and Holy Spirit (3), New Testament Ordinances (4), Missions (4).

Spring Term—Bible History (1), General Epistles (2), Personal Work (3), Prayer and Help Spirit (3), Psalms and Wisdom Literature (4), Missions (4).

ARTS—SEMINARY COURSE

Very frequently we are asked to outline a course of study which students may pursue. It is not always desirable, nor even possible, to follow a set course. However, the following outline is given as a guide to the student. Some variations from these suggestions may be accepted, and even advised. This course leads to the A. B. degree and includes such subjects as will give the student two years advanced standing in Bethany Bible School. The figures in parenthesis give the number of recitations each week for each subject.

FRESHMAN YEAR

FALL TERM	Winter Term	
Public speaking (2)	Public speaking (2)	Public speaking (2)
O. T. History (4)	O. T. History (4)	O. T. History (4)
German 1 (4)	English 1 (5)	English 1 (5)
English 1 (5)	German 1 (5)	German 1 (5)

SOPHOMORE YEAR

Greek (3)	Greek (3)	Greek (3)
Science or Psychology (5)	Science or Psychology (5)	Science or Psychology (5)
Life and Times of Jesus (4)	College Algebra (5)	History (5)
	Trigonometry (5)	General Epistles (4)
	Acts and Apostolic Age (4)	

JUNIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Logic (3)	Ethics (3)	Aesthetics (3)
Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)	Prayer and Holy Spirit (2)
Hebrews (3)	N. T. Ordinances (3)	Psalms and Wisdom Literature (3)
Homiletics (2)	Homiletics (2)	Homiletics (2)
Sociology (3)	Sociology (3)	Sociology (3)

SENIOR YEAR

N. T. Greek (2)	N. T. Greek (2)	N. T. Greek (2)
Introduction to Philosophy (3)	Introduction to Philosophy (3)	Introduction to Philosophy (3)
Church History (3)	Church History (3)	Church History (3)
Missions (2)	Missions (2)	Conversion (2)
Christian Nurture (2)		
Bible Doctrines (3)	Bible Doctrines (3)	Bible Doctrines (3)
Thesis (1)	Thesis (1)	Thesis (1)

SPECIAL BIBLE TERM

The first and second week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able brethren and sisters from other places are secured for teaching. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The college extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

Preparatory School

Faculty

L. W. Shultz, A. B., Principal	English and History
Sadie I. Stutsman, A. B.	English and Art
Cora M. Stahly, B. Mus.	Music
Orpha Workman, B. Accts.	Stenography
J. C. Keever,	Industrial Arts.
Ray Keim, B. Accts	Accounting
C. A. Hoffman	Latin
R. A. Adams	Science
Ralph White	Mathematics
Emma Kessler	History
Beulah Woods	German
Margaret Delk	Domestic Science.
Darrell Murray	Mathematics.
Loyd Blickenstaff	Penmanship
Henry Styers	Physical Culture

The Academy

1. The Academy course has been certified by the Indiana State Board of Education as being equal to the commissioned high school course. Graduates from this course are not only prepared to enter any of the professional courses prescribed in the Normal School, but also to enter College and University.

2. Anyone who has completed the first eight grades of the public school may be admitted to this course.

3. Those who have done some work in high school or academies should present certificate of same, so that they may not be required to repeat what they have already done well.

4. Graduates from this course receive a diploma.

COURSES OF STUDY

FIRST YEAR

First Term—English, Latin or German, Algebra, Biology.
Second Term—English, Latin,or German, Algebra, Biology.
Third Term—English, Latin or German, Algebra, Biology.

SECOND YEAR

First Term—English, Latin or German, Algebra, Ancient History.

Second Term—English, Latin or German, Algebra and Plane Geometry, Greek History.

Third Term—English, Latin or German, Plane Geometry Roman History.

THIRD TERM

First Term—English, Latin or German, Plane Geometry, Mediaeval History.

Second Term—English, Latin or German, Plane and Solid Geoetry, Modern History.

Third Term—English, Latin or German, Solid Geometry, Modern History.

FOURTH YEAR

First Term—Physics, Physical or Commercial Geography. American History. One Elective.

Second Term—Physics, Commercial Arithmetic, American History. One Elective.

Third Term—Physics, Commercial Arithmetic, Civil Government. One Elective.

PRESCRIBED SUBJECTS

The Academic Course as above outlined is the regular high school course that prepares for entrance to college. It contains 16 units, a unit being one subject pursued throughout the year, five hours a week. Of these the following twelve units should be taken by those expecting to enter college: English three units; Mathematics, three units. Foreign Language, two units; History, two units; Science, one unit; also one unit of credit is to be made up from the following subjects, of which not more than three terms of work (two periods a week) in any one subject will be given credit towards graduation from this course: Vocal Music, Penmanship, Oral Reading, Drawing and Physical Culture.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the following subjects: Bible, English, Latin, German, Bookkeeping, Science, Agriculture Manual Training and Domestic Science.

For those who do not expect to enter college, some privileges may be given to substitute such courses as will more nearly meet the needs of the students. Two years of foreign language and two years mathematics, one year of history and one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects for the above electives, with the exception that not more than two units' credit will be counted toward graduation in Manual Training, Domestic Science, or Bookkeeping, nor more than four units in any subject.

ENGLISH

The Academy Course in English embraces four years' work of five hours per week.

1. Grammar and Composition—A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the first three years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

II. Literature—The aim in this course is to give the student an intimate acqpaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for home reading, after which reports and discussions will be made in the class under the direction of the teacher. During the Academic Course all of the work for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

III. History of Literature—At least one term of the second year will be given to the study of the History of American Literature and one term of the third year will be given to study of the History of English Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

IV. Literary Practice—In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies. The students who are regular in attendance at either of these societies to which they belong and faithful in the performance of their duties there will be allowed one-half term' credit for each full year they are active members. Students enrolled in the regular academic course will be required to take work in one of the Junior literary societies, unless an excuse is secured from the faculty literary committee.

V. Expression—The expression department gives excellent courses in reading and bodily expression. Literary selections are studied with the purpose not only of getting the thought but to express the thought most effectively.

GERMAN

I. **Elementary Course**—Elementary Grammar, Pronunciation, Reading easy prose, Composition and Conversation. Daily throughout the year.

II. **Second Year**—Syntax and Composition. Reading of Narrative and Dramatic prose. The Drama, Romance, Recitations daily throughout the year.

III. **Third Year**—Advanced Composition. Selections from Schiller, Lessing and Goethe. Their masterpieces, with a study of their lives and literary standing. Daily throughout the year.

LATIN

I. **Latin Elements and Introduction to Caesar.**—Absolute mastery of the different declensions, conjugations and constructions is the aim of the first year. Great care is used in pronunciation and accent.

II. **Caesar, Books I-VI;**—Selections from Nepos or Ovid. |Study by maps and charts of Caesar's campaign. Studies on the life of Caesar and Roman military art. The systematic study of grammar is continued, with exercises in Prose Composition.

III. **Cicero.**—Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the development of Roman oratory Grammar and Prose Composition are continued throughout the year.

HISTORY

The Academy Course—History embraces three years' work of five hours per week. Text-books will be used by the students, and notebook, map-drawing, collateral reading, and class reports on assigned topics will be required.

1. **General History Course**—This course traces the outline of universal history from the earliest time to the present. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements will be emphasized. Two years work given.

II. **United States History and Civics**—A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States constitution, its origin, influence in the national development will be emphasized. State and local government will be given attention. This course is required of all high school graduates.

MATHEMATICS

I. **Arithmetic**—One or both of the following courses will be offered each term, as the needs of the students may require: (a) Commercial Arithmetic; (b) Mental Arithmetic.

II. **Algebra**—A through course in Arithmetic should precede work in Algebra. Work in the Academy course is intended to give such familiarity with the Algebraic notation as to enable the student to successfully use the symbolical language in the investigation of Higher Mathematics.

III. **Geometry**—The "science of space" is rigorously presented because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation and to illustrate the practical applications many original problems will be given to be demonstrated. Each student is required to draw figures to represent the problems.

SCIENCE

I. **Physics**—The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the text-book. The experiments are performed by the student who must keep an accurate note-book of all his work.

II. **Biology**—The work of the year is about equally divided between the subject matter usually considered in the two subjects of Botany and Zoology. Some time also is given to the study of human physiology.

III. **Agriculture**—Two years' work is offered to Academic students. The aim is to give knowledge and practice in solving intelligently the questions and problems that come to the practical farmer. Soils, horticulture, poultry raising, animal husbandry, farm crops, etc., are some of the topics of study. Laboratory experiments and practical observation accompany all of this work.

IV. **Home Economics**—Two years' credit may be taken in this department. The work will include a study of foods and textiles, cooking and sewing, and the practical work of serving meals, home sanitation, making of garments, etc.

V. **Industrial Arts**—One years' work in mechanical drawing, bench work, together with a study of tools and present industrial conditions. The work will be made practical, so that the boy or girl will be given skill in work about the home or farm.

VI. **Commerical Geography**—This subject is taught for one term in the senior year. It is an interesting course for these days of commercial activity. The chief products of the world will be studied and the means and routes for exchanging these commodities.

ELECTIVES AND DRILLS

The courses offered in Bible, Commercial, Music, Drawing, Penmanship and Physical Culture are described under those departments.

School of Commerce

We are living in age of intensive commercial activity. The bustle of business, with its various intricacies and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every day business affairs must meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES

1. **One Year Business**—A practical course for practical people. A certificate of proficiency is awarded for this course.

2. **Stenographic Course**—Prepares students for offices, secretaryships and reporting. This course also prepares for teaching when taken in connection with the Commercial Teachers' course. Upon completion of this course a certificate of proficiency is awarded.

3. **One Year Professional Course**—This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. A diploma is awarded for this course.

BOOKKEEPING

Bookkeeping is in itself an attractive and paying profession. Besides it fits the employee for business entrepreneurship as no other position in a firm does. It is one of those desirable positions in which the possibilities for advancement are practically unlimited. Also efficient kookkeeping teachers are in constant and increasing demand. We can fit you for either line that you wish to follow.

With the rise of our complex commercial system has come the imperative need on the part of every one, regardless of profession or trade, for an adequate knowledge of bookkeeping and accounting.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary erercises in journalizing, billing, discount making, business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

College and academic credit are given for work done in this department. Why not include the work in your course this year?

STENOGRAPHY

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensible to a business education, and any young man or woman who neglects the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his buisness career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience, perseverance and a determination to succeed, may become a competent stenographer.

SHORTHAND

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893), Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, ease of execution and legibility. The many word-signs of the old Pitmanic System are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exceptions to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing whch eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines and office devices. We teach by the Touch Method, which has many advantages over the old method, and as our machines are equipped with shields, it becomes impossible for the student to learn otherwise. Work in this department is not measured by the time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

COMMERCIAL LAW

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study. Special attention is given to subjects of most vital importance such as Contracts, Negotiable Papers, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business Forms, etc.

COMMERCIAL GEOGRAPHY

A study of the origin of commerce, its growth and its present attainment is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are moved, into what products they are converted and the nature of the demands they satisfy. A history of the modes of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP

Salesmanship, as generally understood, means the art of selling goods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. It is the base of business transactions. In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental business principles he has acquired.

ORTHOGRAPHY

Orthography is a subject of special importance. For this reason pass a special exemption examination, one of which will be given all business students will be required to take the subject, unless they at the beginning of each term. A grade of nenety per cent is required.

INDIVIDUAL INSTRUCTION

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends largely upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and application of the student. While every effort is made to aid the progress of the student, yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

Business Course—One Year

Spring Term	Winter Term	Fall Term
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Business Correspondence (5)	Commercial Arithmetic (5)
Commercial	Commercial	Penmanship (5)
Penmanship (5)	Penmanship (5)	
Geography (5)	Arithmetic (5)	Salesmanship (3)

STENOGRAPHIC COURSE—ONE YEAR

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (10)
Typewriting (15)	Typewriting (15)	Typewriting (15)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Calculation	Orthography and Rapid Calculation
Commercial Law (5)	Business Correspondence (5)	Salesmanship (5)
Penmanship (5)		

COMMERCIAL TEACHERS' COURSE—ONE YEAR

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Commercial Correspondence (3)	
Shorthand (5)	Shorthand (5)	Salesmanship (3)
Typewriting (5)	Typewriting (10)	Shorthand (5)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Psychology (5)
		Penmanship
		Typewriting (5)
Penmanship (5)	Penmanship (5)	

GENERAL INFORMATION

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find advantageous to complete the last year of their high school course in Manchester College when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the successful completion of each of the preceding courses. The degree, Bachelor of Accounts, will be given to those completing the Commercial Teachers' Course with no grade blow 90.

Students who are not able to supply satisfactory credits for Commercial Geography and Commericial Arithmetic are required to take them in addition to the prescribed course. All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required.

The figures following the subject in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies to the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART

(Business Writing)

In order to be abrest of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible hand writing is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments, and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanerian College of Penmanship, Columbus, Ohio, may be secured by those, whose penmanship comes up to the required standard.

Professional Penmanship

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

Department of Music

This department offers through and systematic instruction in Piano, Voice Culture, Harmony, Composition, History of Music, Sight Reading, Church or Chorus Singing.

It is the design of the Department of Music to meet the needs of the following class of students:

,1. Those who are preparing to teach.

2. Special students enrolled for a select course in Music.

3. Students who take one or two hours a week in Music in addition to their other courses of study. The instruction is adapted to the individual student.

COURSES

1. **Two Years' Certificate Course in Piano or Voice**—This course is intended for those who do not aim to teach, but who desire the training in music for their own culture or for the home.

2. **Two Years' Teachers' Course in Piano or Voice**—This course is intended for those who aim to teach. The equivalent of the first years of the Academy Course is required for graduation. Diploma is granted.

3. **Four Years' Diploma Course in Piano or Voice**—Those who graduate from this course must have completed, as a prerequisite, a course equivalent to that of the Academy.

ARRANGEMENT OF COURSES

It is impossible to outline a full course in piano, since the needs of the pupils vary so greatly. We adapt our instruction to the pupil's capacity, and assist him to practice correctly, and aim to develop a refined and intelligent style of playing.

The course of study includes:

Technical exercises for the development and control of fingers, hands and arms.

II. Etudes by the best teachers and composers, which are intended to give further development to the executive powers, and to form a connecting link between purely technical work and the lighter forms of musical expression.

III. Composition by the best writers, both ancient and modern. Selection are therefore made from the following list:

1. **Preparatory Course.**

First and Second Grades: Rieman's, Wagner's Damm's Piano School; Technic Cyclus; Macon's Technical Studies; Matthew's Graded Lessons; Etudes and Studies by Bertini Heller, Czerny, Loeschorn and others; Sonates and Rondos of Clementi, Kuhlau and Hummel; Beethoven Op. 46 and Variations; Schumann's "Jungen Album" and "Kindersenen" composition of standard writers.

Harmony and History of Music.

2. **Teachers' Certificate Course.**

Third and Fourth Grades: Technic Cyclus; Mason's Touch and Technic, Technical Studies; Etudes by Czerny; Preludes and exercises of Clementi; Cramer's Studies, Czerny's Octave Studies; Matthew's Phrasing Studies; Heller's Rythmical Studies; Handel and Bach's Suites; Bach's Preludes and Interventions; Compositions of Mendelssohn, Chopin, Schubert, Weber, Schumann, Brahms and Raff;

Sonatas by Mozart, Haydn, Clementi.
Harmony, History of Music and Musical Analysis.

3. Graduate Course.
Fifth and Sixth Grades; Foote's MacDowell's Rubenstein's Chopin's Studies; Czerny's School of Virtuosity; Kullak's Octave Studies; Sonatas of Beethoven, Mozart, Schumann, Selections from the works of Weber, Chopin, Schumann, Liszt, Bach, Greig, Tausig, Brahms and others, including Piano Concertos and the best of Chamber Music.

VOCAL DEPARTMENT

1. Preparatory Courses.
Exercises by teachers; Vacoai Studies; Concone's Fifty Exercises; Hauptner's Vocal School; Marchesi's Elementary Exercises; Rudiments of Music; Harmony.

2. Teachers' Certificate Class.
Marchesi Studies, Concone's Twenty-fipe Lessons; Concone's Fifteen Lessons; Lablache, according to the voice of pupils; Panofka Op. 81, Part First; Studies by Modern Writers. Members of this class must be able to play accompaniments on the piano, and read vocal music at sight.
Harmony, History and Science of Music.

3. Graduate Class.
Marchesi or Bordogni, Savinelli and Lamperti Vocalizersc, Oratorio Selections, Counterpoint, Composition, Musical Forms and Musical Literature. Must be able to play accompaniments and read vocal music at sight. Are required to sing an aria, without notes, at final examination.

1. **Harmony**—No study will give us a higher appreciation for music than harmony. In this study care is taken to lead the pupil to a more thorough understanding of harmonic relations. The subjects will be presented in such a way as to make the student depend on his own knowledge of progressions in harmonizing melodies instead of a mechanical fingered bass. The composition of hymns and songs is required of each student.

2. **Ear Training**—Two terms of ear training are required after the first term of harmony.
Text-book is "Lessons in Harmony," by Heacox and Lehmann.

3. **History of Music**—A through study of both Ancient and Modern History is required. The biographies of our greatest musicians are carefully reproduced by the student. This gives the student of music a background similar to that of the classics of literature.

4. **Hymnology**—The aim of this course is to develop a greater love and ability for singing church music. Special study will be made of meters, history and analysis of hymns. During the Special Bible Term this class will meet daily.

5. **Chorus Singing**—The classes organized in Sight Reading and Chorus Work are free to all taking regular work in school. In view of the growing demand for music directors in the public schools, and in the churches, this training is of great importance.

(a) **Beginning Chorus**—A general Sight Reading and Chorus class is organized each term to meet the needs of those who are beginning in the fundamental principles of music. Drills are given in rudimentary instruction in connection with songs and hymns, choruses and easy anthems.

(b) **Advanced Chorus**—This class accommodates those who have a general knowledge of the rudiments of music. In connection with chorus practice, anthems and cantatas, the study of chords and ear training are given. The class of 1911-12 gave a public rendition of an oratorio, Haydn's "The Seasons." The class of 1912-13 gave Handel's "The Messiah." The class of 1913-14 gave Haydn's "Creation." The class of 1914-15 gave Root's "Daniel."

(c) **Ladies' Choruses and Glee Club**—A chorus class for ladies and a Glee Club for gentlemen are organized for special practice. These classes are expected to appear in Students' and Public Recitals.

PUBLIC SCHOOL MUSIC

One Year

This course is designed for those who desire to teach, or supervise the teaching of music in the public schools. Students taking this course will take observation and do practical teaching of music in the college, training school.

This course includes one year's study of harmony and history of music; some piano work unless student has had sufficient; ear training, sight singing; study of note songs, study of the child's voice, classification and arrangement of materials for each grade, and a careful study of methods of presenting the subject.

GENERAL REGULATIONS

1. The courses outlined may be completed in less time than indicated above, depending upon the student's advancement on entering and the amount of time devoted to the work.
2. Pupils will be received at any time, although it is more desirable to begin, when possible, with the term.
3. Students should bring such sheet music, instructors and studies as they have.
4. Every voice pupil is required to take chorus work.
5. Tardiness or absence from lessons will result in loss to the student.
6. In the case of illness, where due notice is given, lessons will be made up.

Department of Art

DESIGN OF THIS DEPARTMENT

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.
2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.
3. To aid in arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order, Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisior's Course will receive a certificate. Those who complete the Two Years' Course will be granted a diploma.

COURSES IN ART

PUBLIC SCHOOL ART

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Drawing Course**—Outline and shadow, perspective, sketching from still life, life and landscape in pencil, charcoal, crayon, chalk, water color, blackwashes and ink. Working drawings. Study of color Designing. Five hours per week, three terms.

2. **Handwork Course**—Papercutting, weaving, basketry, woodcutting, stenciling, claymoulding etc. Four hours per week, three terms.
3. **History of Painting**—Two hours per week, Fall and Winter term.
4. **Observation in the Training School**—Spring term.

TWO YEAR'S COURSE.

First Year.

1. Free hand from still life in charcoal or pencil, water color, pens and ink, design, perspective etc. Three hours per week, three terms.
2. Painting in oil, pastel or water colors from life, still life or copy. Three double periods per week, three terms.
3. Hand work, two doube periods per week, three terms.
4. History of Painting—Two periods per week, Fall and Winter term.

Second Year.

1. Freehand drawing, five periods per week, three terms.
3. Cast drawing, Two periods per week, Fall and Winter terms.
3. Design and Pictorial Composition, Illustration. Two periods per week, three terms.
4. Painting in oil. Three periods per week, three terms.
5. Original oil painting for graduation picture—left with the department.

China Painting.

This is a class separate from regular courses. Conventional designing an application to china.

Exhibit.

The teacher reserves the right to withhold or recall any painting, or piece of handwork for the spring exhibit which takes place commencement week.

Expression

This department aims to give parctical instruction in Oral Reading and help the student interpret and appreciate literature.

The effort is made to correct the faults in the every-day speech of the student as well as to prepare him for speaking.

Personal instruction is given according to the needs of the student.

Instruction is given in the proper use of the voice, the body, the position of the arms, the feet, and facial expression. He who speaks clearly and pleasantly, quietly, is also learning to think calmly and deliberately.

FIRST YEAR

First Term—Bible and Hymn Reading, one hour; Story Telling and Articulation, Common Reading, Committing and Reciting a number of selections; English Literature and Composition, Penmanship, History.

Second Term—A continuation of the fundamental elements of reading and speaking. Each student will be required to commit and deliver before the class a number of selections. Literature and Composition; Physical Culture; History.

Third Term—Repertoire, two hours; Practice Teaching, one hour; for the purpose of cultivating quality of tone. Special Exercises in Gesticulation, Drills on Delivery, Literature and Composition; History.

SECOND YEAR

First Term—Bible and Hymn Reading, one hour; Story Telling and Oral English, one hour; Development of Expression, one hour; Repertoire, one hour; Characterization, one hour; English Literature, five hours.

Second Term—Bible and Hymn Reading, one hour; Development of Expression, one hour; Repertoire, one hour; Drama, two hours; English Literature, five hours.

Third Term—Repertoire, two hours; Practice Teaching, one hour; Fundamentals, two hours; English Literature, five hours.

Bodily Expression and vocal Expression drills with any and all of the above courses.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthentic Drills, including Free-Hand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

The gymnasium has recently received much new apparatus. Two horses, one parallel bars, one horizontal bar, a springboard and several mats were purchased during the past year. Raised seats for spectators were also fitted up.

In the fall and spring outdoor exercises take the lead in good weather. The College Campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball take the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging.

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests. Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketball and baseball are played with local and nearby teams.

Summer School

The Summer School of Manchester College has become an important feature of the work of the institution. During the last ten years,, since the Summer School began, hundreds of young people have come in touch with the College and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that it now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students.

1 Graduates of high schools who are preparing to teach the coming year, class "A."

2. Those who have completed class "A" and will take the second term, class "B."

3. Those who desire to pursue the course for class "C."

4. Those who desire to pursue the Normal English Course.

5. Teachers and prospective teachers from Ohio. The Summer Schools from 1914 to 1917 have been accredited by the Ohio State Superintendent. This assures full credit in Ohio to teachers who take their summer work here. The courses offered are adequate for their needs.

6. Teachers from other states who may desire normal or college work.

7. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bookkeeping, Stenography, and Typewriting.

8. Those who desire to pursue their regular college course. While the courses vary some from year to year, yet the following outline gives about the usual course:

COURSES

1. **Professional**—Educational Psychology, Advance Psychology, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Education.

2. **College Courses**—Full college credit is given for professional courses. Besides these the program for 1916 included Trigonometry, Analytics, Modern English Literature, American Literature, Mediaevael History, American History, German, Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School**—Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and to practice teaching under the critic teacher's direction. The discussion with the young teachers are very helpful.

4. **Common School Reviews**—There will be classes in all the common school subjects that teachers need to be examined upon.

5. **High School Reviews**—Some high school subjects will be given as the demands of students will determine.

6. **Vocational**—Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art**—Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business**—Penmanship, Bookkeeping, Stenography and Typewritting.

A later bulletin announcing the course for 1918 will be mailed to all who are interested.

Manchester College is admirably located and equipped for a Summer School. The large brick buildings are cool in the summer. The buildings are located amid oak trees that furnish an abundance of shade. The cool shade, the fountain, stone seats, flower beds and the grass lawn make the campus a scene of beauty and almost an ideal place for study. Then there is ample provision for outdoor exercise, on the croquet grounds, tennis courts, baseball ground, and running track. The college is located in the quiet part of the beautiful little city of North Manchester, Indiana. It is free from dirt, noise, smoke and saloons that are found in larger cities. It is also free from many detracting influences that hinder school work in many places. And yet there are attractions nearby for an occasional change. Two lakes are within five miles and can easily be reached. So can Winona Lake Assembly where some of the best programs may be attended. In all it would be hard to find a school that furnishes a more delightful summer school home than Manchester College.

College Extension Department

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small per cent to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence course and by personal work in the field by members of the faculty and school.

The Bible and Music departments are prepared to do local work. The instructors in the Bible department will arrange for Bible institute work during our school vacations, and occasionally for short institutes at other periods. There are a number of young ministers in attendance who are well able and willing to assist local churches in preaching, if called upon. The Mission Band holds programs for churches that extend to them the invitation. The institution also has a number of graduates from the Music department who are prepared to teach local singing schools. Churches desiring the help of either a minister or singing teacher will do well to correspond with the college.

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. An outline of the work will be furnished by the respective departments in which the work is taken. If credit on the regular course is desired a final examination will be given. A small fee will be charged to cover the cost of outlines, correction of papers, postage, and examination at the end of the course. Full information will be given to those who are interested in the work.

The student who is interested in this work should write us for particulars concerning the kind of a course he would like to take. It is the purpose of the institution to give all the help it can to its constituency whether in the school or in the field.

For the coming year the institution has secured the services of C. A. Wright, A. B., to do field work. He has had a wide experience in this kind of service and is able to give excellent work along a number of lines. Churches who may desire some special institute work should write the school concerning his work.

Expenses

All expenses are due and payable at the Treasurer's office one-term in advance.

Term rates are made on the condition that payments be made cash in advance or within ten days.

Students who by special arrangements are permitted to martriculate without paying the full amount of their expenses in advance will be charged at week rates.

Tuition College, Normal, Business or Stenographic Course, per term	$18.00
Tuition College, Normal, Business or Stenographic Course, per week	1.75
Tutition Academic Course, per week	1.25
Tuition Business and Stenographic course combined per term	21.00
Typewriting, two periods a day, per term	3.60
Board, per term	33.00
Board, per week	3.00
Board, per meal	.25
Board and furnished room, per term	45.00
Board and furnished room, per week	4.00
Tuition, Board and Room—College, Norm., Bus, or Sten. Course, per term in advance	60.00
Tuition, Board and Room—College, Norm., Bus, or Sten. Course, per week	5.50
Tuition, Board and Room—Academic Course, per term	57.00
Tuition, Board and Room—Academic Course, per week	5.25
Piano, Voice or Harmony—Two lessons a week, per term	12.00
Piano, Voice or Harmony—week rate two lessons per week	1.25
Harmony or History of Music in class two lessons per week, per term	6.00
Private lessons in music	.65
Piano practice two periods a day, per term	3.60
Painting, Drawing or Expression—private lessons— two per week	12.00
Painting in class three lessons a week (double periods) per term	12.00
Painting in class, per week	1.25
China Painting in class two double periods per week per term	12.00
China Painting in class, per week	1.25
Other courses in Art, two lessons per week in class, per term	6.00
Incidental fee, per term	2.00
Library fee, per term	1.00
Physical Culture or Athletics, per term	.50
Laundry Room fee, per term	1.50
Graduation fee for College course	5.00
Graduation fee on all other courses	3.00

These prices on board are made provisional that if prices on food-stuffs continue to advance, the college reserves the right to make the prices so that a loss in boarding will not result.

Students who are permitted to room alone will be charged 75 cents per week extra.

An extra charge og $1.25 to $3.00 per term will be made for some of the most desirable rooms.

The sleeping Porch will accommodate about fifty. A fee of $1.00 extra per term will be charged to those using it. Girls should bring extra blankets for in here.

Students in the college department who enroll for more than eighteen hours' work will be charged $1.00 for every additional hour. If they enroll for less than twelve hours they will be charged at the rate of $1.50 per hour.

Tuition in Bible department is free. An incidental fee of $3.00 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in the Academy will pay at the rate of twenty-five cents a week for each subject. Bible students who enroll for some work in the college department will be charged a fee of $1.50 for each hour taken. Those in other departments taking some double work, will be charged a fee of one dollar per term in addition to library and incidental fees.

Young people who desire to secure a literary training for the express purpose of doing missionary or ministerial work should write us about special terms.

Students in music or arts who pay as much as $18.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $4.00 per term will be charged for domestic science. This will also cover the cost of food materials used.

Those who take work in Botany, Zoology or Physics, Agriculture, and Manual Training, will be charged a laboratory fee of -1.00 per term and Chemistry $4.00 per term. Laboratory fee for college courses in Science $3.00 per term. Chemistry $5.00 except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the students.

Each Literary Society and Debating Club, the Bible Society and other similar organizations that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

Special reduced rates will be announced for summer school.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

Fractional week will be counted as full weeks.

No reduction for absence will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the President's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the President's office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS

1. Students are responsible for damage to furniture and buildings caused by them.

2. The use of profanity, playing cards, intoxicating beverages and cigarettes are positively forbidden. The use of tobacco in any form on the college grounds is prohibited. Time will be given and all reasonable efforts will be made to get those addicted to tobacco to cease its use.

3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.

4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.

5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.

6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the President; and those outside the school who desire to arrange for such socials at their homes, should first arrange with the President for the students to attend.

7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive Board.

8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others con not be allowed to remain in the school.

9. Any one who through inapplication to study fails to make a passing grade in three subjects during a term, may, at the discretion of the Executive Board, be asked to withdraw from the school.

10. Parents should inform the President of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.

11. Students are expected to select their courses of study with care, and parents should in no case suggest a change in the student's program without first consulting the President.

12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the College Treasurer, who will transact business for parents or guardians when requested to do so.

13. Parents or guardians are requested not to call students home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the College, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the College are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the College.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to

room and board in the College buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have "College" written on all letters and packages sent to them, to insure prompt delivery at the College postoffice.

20. Books and stationery may be obtained at the College bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grades of the student is the average of his class grade together with the two principal examinations. Any student whose term grade in any subject falls below seventy-five per cent is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

Graduates

College of Liberat Arts

(A. B. Degree)

Blough, Carman George	North Manchester, Indiana
Buckley, William J.	Sterling, Illinois
Dickey, Orville J	North Manchester, Indiana
Frantz, E. E.	Peru, Indiana.
Funderburg, Drue D	New Carlisle, Ohit
Gingerich, Jacob Herr	Lebanon, Pa.
Grosh, Pearl M.	Nappanee, Indiana.
Grossnickle, Warren M	North Manchester, Indiana
Heisey, Walter Jeremiah	Union, Ohio
Holl, Dio Lewis	New Berlin, Ohio
Ikenberry, Anna Katheryn	North Manchester, Indiana
Irvin, Floyd McFadden	Creston, Ohio
Kindell, Alice Marie	Covington, Ohio
Mallott, Floyd E.	Deshler, Ohio.
Miller, Marcus Clement	Lima, Ohio
Minnich, H. Spencer	Greenville, Ohio
Phillips, George W	Goshen, Indiana
Press, Ida M.	North Manchester, Indiana
Randolph, H. S.	Limestone, Tennessee
Royer, Galen B	Arcanum, Ohio
Schaeffer, Mary Ann	Lancaster, Pa.
Shepfer, Eva Belle	Sugar Creek, Ohio
Shively, Dorothy Marie	North Manchester, Indiana
Schubert, Carl C.	North Manchester, Indiana
Sites, D. E.	North Manchester, Indiana
Sollenberger, O. C.	North Manchester, Indiana
Stinebaugh, W. C.	Camden, Indiana
Ulrey, A. L.	North Manchester, Indiana
West, Daniel	Pleasant Hill, Ohio
Wright, Charles A.	Fostoria, Ohio..
Yoder, Leslie J	Bellefontaine, Ohio

ACADEMY

Baker, Adah	Greenville, Ohio
Bollinger, Floyd S.	Carson City, Michigan
Boyer, Daniel W	North Manchester, Indiana
Daffer, Floyd Elmer	Somerset, Indiana
Dunning, Ada Viola	Wenatchee, Washington
Fisher, G. Frances	Bowers, Indiana
Foster, Carl R.	North Manchester, Indiana
Geyer, Blanche M.	Nappanee, Indiana
Gwong, Moy	Canton, China
Heeter, Ira V.	Roann, Indiana
Kelley, Otto	Wabash, Indiana
Kintner, Elizabeth	Ney, Ohio
Kreider, Chloa Beatrice	South Whitley, Indiana
Kreighbaum, M. Iden	South Bend, Indiana.
Miller, DeLeone	Gaston, Indiana
Mishler, Trude	Pierceton, Indiana
Mohler, Sherman	Mogadore, Ohio
Rhodes, Roy M.	Nampa, Idaho

Seitner, Nora Elizabeth	Roann, Indiana.
Styers, Henry H.	Akron, Ohio
Stutsman, C. Winnifred	Pennant, Sask,, Canada
Stutsman, Mabel E.	Pennant, Sask., Canada
Ulrey, J. Fred	Goshen, Indiana
Weaver, Ervin	Bremen, Indiana
Winger, Mabel Ellen	North Manchester, Indiana
Wolfe, Ernestine, A.	North Manchester, Indiana
Wright, Leah Mabel	Fostoria, Ohio
Younker, Franklin	Creston, Ohio

NORMAL ENGLISH (B. E. Degree)

Dillman, Ruth	North Manchester, Indiana
Dredge, Nellie Marie	New Carlisle, Ohio
Garber, Ernest E.	North Manchester, Indiana
Geyer, Blanche M.	Nappanee, Indiana
Hill, Augustus W.	Silver Lake, Indiana
Hostetler, Neva Ferne,	Nappanee, Indiana
Hurst, Grace M.	Roann, Indiana
Keller, Mabel C.	Fredericktown, Ohio
Kreider, Verona M.	Arcanum, Ohio
Kurtz, Anna Marie	Hartville, Ohio
Miller, Ada Blanche	Lima, Ohio
Shepfer, C. Ray	Sugar Creek, Ohio
Smith, Carrie Irene	Dayton, Ohio

EXPRESSION

Fields, Ida E.	Milford, Indiana
Heeter, Tressa Mabel	Roann, Indiana
Lechrone, Orpha Faye	North Manchester, Indiana
Stutsman, C. Winnifred	Pennant, Sask., Canada
Stutsman, Mabel E.	Pennant, Sask., Canada
Winger, Mabel Ellen	North Manchester, Indiana

COMMERCIAL TEACHERS

Cripe, Eva S	Urbana, Indiana.
Emrick, Hobart E.	Middletown, Michigan
Fisher, G. Frances	Bowers, Indiana
Gilbert, Amber	North Manchester, Indiana.
Klinger, Lucile E.	Wabash, Indiana.

TEACHER'S CERTIFICATE COURSE IN VOICE

Dunning, Ada Viola	Wenatchee, Washington
Iffert, Anna	Nappanee, Indiana
Neff, Bertha M.	Milford, Indiana

CERTIFICATE COURSE IN VOICE

Weaver, Mrs. Hattie Carbeiner	Bremen, Indiana

TEACHERS COURSE IN PIANO

Grosh, Pearl M.	Nappanee, Indiana

FOUR YEAR DIPLOMA COURSE IN PIANO

Neff, Bertha M.	Milford, Indiana

FOUR YEAR DIPLOMA COURSE IN VOICE

Boyer, Daniel W.	North Manchester, Indiana

SUNDAY SCHOOL NORMAL

Erickson, Olive	Tekoa, Washington
Heeter, Tressa Mabel	Roann, Indiana

HOME ECONOMICS

Bowman, Edith	Huntington, Indiana
Delk, Margaret	Pittsburg, Ohio
Grossnickle, Lela M	North Manchester, Indiana
Peden, Della M	North Manchester, Indiana.
Redick, Hazel M	Plymouth, Indiana

STENOGRAPHIC COURSE

Brown, Olivia	North Manchester, Indiana
Clymer, L. Vanas	North Manchester, Indiana
Cunningham, Goldie	Miami, Indiana.
Gilbert, Amber	North Manchester, Indiana
Klinger, Lucile E	Wabash, Indiana
Long, Ruby J	North Manchester, Indiana
Wood, Ralph W.	Princeton, Indiana.

ONE YEAR BUSINESS COURSE

Hatten, Delbert W	North Manchester, Indiana
Martin, Loyal H	Pioneer, Ohio
Payne, Howard F	North Manchester, Indiana
Wood, Ralph W	Pierceton, Indiana

STUDENTS ENROLLED 1916-1917

Liberal Arts

Alber, Calvin	Lucerne, Indiana
Applegate, Otis	Hoovers, Indiana
Barnhart, Wilbur	North Manchester, Indiana
Beachley, Louise	North Manchester, Indiana
Beahm, Anna	Nokesville, Virginia
Bechtel, Lola	Bellevue, Ohio
Bechtelheimer, Ivan	Walton, Indiana
Beigh, Hilda	Sidney, Indiana
Bittel, William	Manistee, Michigan
Blickenstaff, Lloyd	Nampa, Idaho
Blough, C. G.	North Manchester, Indiana
Boomler, Catherine	North Manchester, Indiana
Bowman, Edith	Huntington, Indiana
Boyd, Anna	North Manchester, Indiana
Bright, Lydia	Laura, Ohio
Brookins, Mary	North Manchester, Indiana
Brown, Mabel	Huntington, Indiana
Brownes, Veda	Wabash, Indiana
Brumbaugh, Essie	North Liberty, Indiana.
Brumbaugh, J. C.	North Liberty, Indiana
Buckley, William	Sterling, Illinois
Burke, Homer	Walkerton, Indiana
Burrous, Lee	Lincoln, Indiana
Burrous, Mae	Lincoln, Indiana
Butterbaugh, Marie	Silver Lake, Indiana
Byerly, C. C.	Lima, Ohio
Byerly, Lois	Magley, Indiana
Cargar, Harry	Plymouth, Indiana
Creager, Marie	North Manchester, Indiana

Credlebaugh, Nellie	New Carlisle, Ohio
Cripe, Nora	North Manchester, Indiana
Deaton, Mable	Sidney, Indiana
Defries, Harriette	North Manchester, Indiana
Delk, Margaret	Pittsburg, Ohio
Delancy, Duane	North Manchester, Indiana
Dewald, Ivan	Denver, Indiana
Dickey, Hazel	North Manchester, Indiana
Dickey, O. J.	North Manchester, Indiana
Dilling, Bertha	Hagerstown, Indiana
Dillman, Ruth	North Manchester, Indiana
Dilling, Roy E.	Chicago, Illinois
Dredge, Nellie	New Carlisle, Ohio
Dunbar, Deane	North Manchester, Indiana
Dunbar, Willard	Bowers, Indiana
Ebbinghaus, Doris	North Manchester, Indiana
Ebbinghaus, Fred	North Manchester, Indiana
Eikenberry, Treva	North Manchester, Indiana
Eisenbise, Esther	Chicago, Illinois
Eppley, Garrett	Wabash, Indiana
Fields, Ida M.	Milford, Indiana
Fisher, Everett	Peru, Indiana
Flory, Emmert	Pleasant Hill, Ohio
Flory, Margaret	Chicago, Illinois
Fouts, Ethel	North Manchester, Indiana
Frick, Harry	Wawaka, Indiana
Funderburg, D. D.	New Carlisle, Ohio
Funderberg, Ethel	New Carlisle, Ohio
Funderburgh, J. T.	Eustis, Florida
Garber, Ernest	North Manchester, Indiana
Garver, Miriam	Trotwood, Ohio
George, Gilbert	South Bend, Indiana
Geiger, C. Harve	Silver Lake, Indiana
Geyer, Blanche	Nappanee, Indiana
Gingerick, Jacob	Lebanon, Pennsylvania
Grosh, Fern	Nappanee, Indiana
Grosh, Pearl	Nappanee, Indiana
Grosh, Walter	Deshler, Ohio
Grossnickle, Lela	North Manchester, Indiana
Grossnickle, Warren	North Manchester, Indiana
Gwinn, Ethel	Modesto, California
Haber, Howard	Lebanon, Ohio
Harshman, John	Wooster, Ohio
Hattery, Clarence	Macy, Indiana
Hawbaker, Merlin	North Manchester, Indiana
Heestand, Cora	Plymouth, Indiana
Heestand, Mark	Huntington, Indiana
Heeter, Tressa	Roann, Indiana
Heisey, W. J.	Union, Ohio
Helser, Albert	Thronville, Ohio
Hildebrand, F. C.	Wabash, Indiana.
Hill, Gus	Silver Lake, Indiana
Hippensteel, Russell	North Manchester, Indiana
Hoke, Mildred	Huntington, Indiana
Holl, Dio	New Berlin, Ohio
Hoover, Ora	Garrett, Indiana
Hooper, Fannie	Onward, Indiana
Hornaday, Walter	North Manchester, Indiana
Hostetler, Neva	Nappanee, Indiana
Howe, Bruce	North Manchester, Indiana
Huffman, Anna	Tekoa, Washington

Huffman, Leland	Onward, Indiana
Humke, Nelle	North Manchester, Indiana
Hurst, Grace	Roann, Indiana
Ikenberry, Anna	North Manchester, Indiana
Irvin, Floyd.	Creston, Ohio
Jobes, Herschel	Arcanum, Ohio
Jobes, Mrs. Pearl	Arcanum, Ohio
John, Ruth	North Manchester, Indiana
Jones, Clarence	Deedsville, Indiana
Jordan, Garrett	Bippus, Indiana.
Keener, Anna	Greenville, Ohio.
Keever, A. C.	Monticello, Indiana
Keim, Annie	Nampa, Idaho
Keim, C. Ray	Louisville, Ohio.
Keim, Silas A.	Nampa, Idaho
Keim, Wallace	Nampa, Idaho
Keller, Mabel	Fredericktown, Ohio
Kesler, Emma	North Manchester, Indiana
Kindell, Marie	Covington, Ohio
Kite, Beatrice	Radnor, Indiana
Kreider, Verona	Arcanum, Ohio
Kreiger, Evelyn	Chippewa Lake, Ohio
Kurtz, Anna	Hartville, Ohio
Kurtz, Erma	Hartville, Ohio
Landis, Moyne	Sidney, Indiana
Lannerd, Paul	Huntington, Indiana
Lautzenhizer Dotte	North Manchester Indiana
Lautzenhizer, Esther	North Manchester, Indiana.
Lechrone, Ruth	Silver Lake, Indiana
Lewellyn, Harry	Syracuse, Indiana.
Little, J. Hubert,	North Manchester, Indiana
Mallott, Floyd,	Deshler, Ohio
McCombs, Wayne	Laketon, Indiana
McGlennen, Eva	South Whitley, Indiana.
Mertz, Ruth	Burnetts Creek, Indiana
Messmore, Orville	North Manchester, Indiana
Metzler, Burton	Nappanee,. Indiana.
Metzler, John	Nappanee, Indiana
Miller, Ada	Lima, Ohio.
Miller, C. O.	Hagerstown, Indiana
Miller, Elsie	Columbiana, Ohio.
Miller, Leo	Huntington, Indiana
Miller, M. C.	Lima, Ohio
Miller, Ralph	Nappanee, Indiana.
Minnich, H. S.	Greenville, Ohio.
Moomaw, Ira	Wooster, Ohio.
Moomaw, Selma	Twin Falls, Idaho.
Moore, Owen	Sidney, Indiana.
Morrow, Mazie	Lafontaine, Indiana.
Mummert, C. B.	Ubee, Indiana.
Mussleman, Laura	Macy, Indiana.
Neff, Ethel	Milford, Indiana.
Nolt, Enos	Lodi, Ohio.
Ogden, Warner	Laketon, Indiana.
Olwine, C. A.	Monroe, Indiana.
Palmer, James	Sidney, Indiana.
Peden, Della	North Manchester, Indiana.
Phillips, George	Goshen, Indiana.
Plaugher, Leroy	Beaverdam, Ohio.
Press, Ida	North Manchester, Indiana.

Pulley, Harry	North Manchester, Indiana.
Randolph, H. S.	Limestone, Tennessee.
Redick Hazel	Bourbon, Indiana.
Replogle, Walter	Flora, Indiana.
Ross, Rudy	Sidney, Indiana.
Royer, Galen B.	Arcanum, Ohio.
Royer, Quinter	Louisville, Ohio.
Schaeffer, Mary	Lancaster, Pa.
Schubert, Carl	North Manchester, Indiana.
Shamberger, C. H.	Payette, Idaho.
Shepfer, Eva Belle	Sugar Creek, Ohio.
Shepfer, C. Ray	Sugar Creek, Ohio.
Shively, Marie	North Manchester, Indiana.
Shultz, Cora	North Manchester, Indiana.
Shultz, Herman	Huntington, Indiana.
Sites, D. E.	North Manchester, Indiana.
Smith, Carrie	Dayton, Ohio.
Smith, Eunice	North Manchester, Indiana.
Smith, Leroy	Albion, Indiana.
Smith, Verl	North Manchester, Indiana.
Snell, Clara	North Manchester, Indiana.
Snyder, Margaret	Rushmore, Minn.
Sollenberger, Laurel	North Manchester, Indiana.
Sollenberger, O. C.	North Manchester, Indiana
Speicher, Camilla	Urbana, Indiana.
Steele, Pauline	North Manchester, Indiana.
Stinebaugh, W. C.	Camden, Indiana.
Stone, Paul	Urbana, Indiana.
Stoner, Edna	Bremen, Ohio.
Stoner, Paul	Ladoga, Indiana.
Strickler, Robert	North Manchester, Indiana.
Swank, Forest	North Manchester, Indiana.
Swartz, Goldia	Ashland, Ohio.
Swihart, Huber	Churubusco, Indiana.
Thomas, Edith	North Manchester, Indiana.
Tobias, Paul	Burnetts Creek, Indiana.
Tombaugh, P. E.	Roann, Indiana.
Ulrey, John	Goshen, Indiana.
Ulrey, Russell	North Manchester, Indiana.
Walker, William	Sherwood, Ohio.
Walther, Marie	North Manchester, Indiana.
Warner, Lozier	North Manchester, Indiana.
Weaver, Myrtis	Goshen, Indiana.
Wedrick, William	Silver Lake, Indiana.
Wenger, R. C.	Union, Ohio.
West, Daniel	Pleasant Hill, Ohio.
White, Ralph	Vinegar Bend, Alabama.
Whitehead, Cecil	Syracuse, Indiana.
Wine, Thelma	Aaloborg, Denmark
Wisler, Addie,	Zion, North Dakota.
Wolfe, Lottie	North Manchester, Indiana.
Woods, Beulah	Spencer, Ohio.
Workman, Mary	Buckeye City, Ohio.
Wright, C. A.	Fostoria, Ohio.
Yoder, L. J.	Bellefontaine, Ohio.
Zook, Ray	Huntington, Indiana

Total, 206.

NORMAL DEPARTMENT

Adams, Norval	Warren, Indiana.
Alber, Madeline	Wabash, Indiana

Allen, Ruth	Flora, Indiana.
Anson, Mary	Roanoke, Indiana.
Baker, Junie	West Manchester, Indiana.
Barnhart, Mabel	Springfield, Ohio.
Bartholomew, Paul	Lagro, Indiana.
Bechner, Eva	Flora, Indiana.
Benson, Ora	Wabash, Indiana.
Bibler, Mary	Huntington, Indiana.
Blocher, Catherine	Greenville, Ohio.
Blocher, Ruth	Greenville, Ohio.
Bonebrake, Faye	South Whitley, Indiana.
Bowen, Orpha	Wagoner, Indiana.
Brane, Ferol	Wabash, Indiana.
Bridge, Roy	Monon, Indiana.
Brown, Charles	Blountsville, Indiana.
Bunnell, Goldia	Chili, Indiana
Burrous, Fern	Lincoln, Indiana
Caughell, Flora	Idaville, Indiana
Chinworth, William	Macy, Indiana
Clingaman, Nola	Roann, Indiana.
Cochran, Ruth	Burnetts Creek, Indiana.
Collins, Rosa	Winamac, Indiana.
Cook, Mildred	Syracuse, Indiana.
Daffer, Floyd	Somerset, Indiana.
Dailey, Olive	Peru, Indiana.
Davis, Ruth	Colfax, Indiana.
Deaton, Ruth	Silver Lake, Indiana.
Dehoff, Laura	Greenville, Ohio.
Dils, Earl	Dayton, Ohio.
Disler, Forest	Churubusco, Indiana.
Dolby, Bertha	Warren, Indiana.
Donaldson, Esther	Rossville, Indiana.
Ebert, James	Warren, Indiana.
Eikenberry, Mary E.	Arcanum, Ohio.
Fike, Marie	Perrysville, Ohio.
Funderburg, Helen	Laketon, Indiana.
Gandy, Hazel Dell	Albion, Indiana.
Garrison, Flossie	North Manchester, Indiana.
Geyer, Blanche	Nappanee, Indiana.
Glass, Floyd	Wabash, Indiana.
Goodmiller, Lawrence	Huntington, Indiana.
Green, Etta	Star City, Indiana.
Grimes, Ethel	North Manchester, Indiana.
Grossnicke, Ruth	North Manchester, Indiana.
Gwinn, Ethel	Rossville, Indiana.
Hamm, Grace	Lafontaine, Indiana.
Hanley, Ruby	North Manchester, Indiana.
Hanna, Mary	Fostoria, Ohio.
Hardin, Bernice	Warren, Indiana.
Harness, George	Galveston, Indiana.
Heiney, Mary	Warren, Indiana.
Heisey, John	Union, Ohio.
Hite, Cleo	Roann, Indiana.
Hoffman, Irene,	Wabash, Indiana.
Hollowell, Anna	Wabash, Indiana.
Hollowell, Laverne	Wabash, Indiana.
Hoover, Charles	Galveston, Indiana
Hoover, Herbert	Warren, Indiana.
Houser, Edna	Albion, Indiana.
Huffman, Ira	Union City, Indiana.

Iffert, Anna	Nappanee, Indiana.
Iholtz, Leone	Liberty Mills, Indiana.
Jones, Walter	Tippecanoe, Indiana.
Joseph, Hattie	Lima, Ohio.
Kelley, Otto	Wabash, Indiana.
Kepple, Alice	Wabash, Indiana.
Kerlin, Delbert	Silver Lake, Indiana.
Kindig, Marguerite	Wabash, Indiana.
Kline, Pearl	Decatur, Indiana.
Knight, Howard	Andrews, Indiana.
Lavengood, Muriel	Wabash, Indiana.
Lawson, Mabel	Marion, Indiana.
Leamon, Melvin	Albion, Indiana.
Leedy, Elizabeth	Lima, Ohio.
Leedy, Esther	Deedsville, Indiana.
Lefforge, Mae	North Manchester, Indiana.
Leslie, Claud	Sidney, Indiana.
Mack, Ruth	Greenville, Ohio.
Markham, Ethel	Wakarusa, Indiana.
Marshall, William Leroy	Rochester, Indiana.
Maurer, Ethel	Idaville, Indiana.
Mayne, Elizabeth	Wabash, Indiana.
McFadden, Helen	Markle, Indiana.
McVay, Thresa	Idaville, Indiana.
Metzler, Roy L.	Wakarusa, Indiana.
Miller, Naomi	Columbiana, Ohio
Miller, Walter	Wolf Lake, Indiana.
Minnix, Allie	Peru, Indiana.
Mitchell, Bertha	Center Point, Indiana.
Mitchell, Hazel	Center Point, Indiana.
Mow, Dewey	Tiosa, Indiana.
Neff, Ruth	Dayton, Ohio.
Newcomer, Milton	Fostoria, Ohio.
Nolt, Ellen	Lodi, Ohio.
Norris, Forbes	Ingalls, Indiana.
Oldham, Ruby	Connersville, Indiana.
Olinger, O. V.	North Manchester, Indiana.
Opp, Hazel	Peru, Indiana.
Parker, Dennis	Silver Lake, Indiana.
Parker, Russell	Burlington, Indiana.
Paul, Wilbert E.	Huntington, Indiana.
Peters, Mabel	Rossville, Indiana.
Pinkerton, Von	Warren, Indiana.
Pippenger, Flossie	Albion, Indiana.
Pressler, Carl	Wabash, Indiana.
Pressler, Ralph	Kimmell, Indiana.
Raymer, Dorthy	Deedsville, Indiana.
Ream, Elba	Huntington, Indiana.
Reed, Beulah	Huntington, Indiana.
Richcreek, Florence	Syracuse, Indiana.
Ridgeway, Lucy	Huntington, Indiana.
Rinearson, Elmer	Wabash, Indiana.
Rouch, Bayard	Andrews, Indiana.
Rouch, Lester	Andrews, Indiana.
Royer, Jonas	Greenville, Ohio
Ruff, Edna Mae	Idaville, Indiana.
Ruple, Elsie	Walkerton, Indiana.
Rusher, Wayne	Huntington, Indiana.
Rutter, Burley	Leipsic, Ohio
Ryan, Bessie	Logansport, Indiana.

Schneck, Amanda	Greenville, Ohio
Sellers, John	Fostoria, Ohio.
Sheets, Claud	Blountsville, Indiana.
Sheline, Josephine	Syracuse, Indiana.
Sherburn, Bernice	South Whitley, Indiana.
Shively, Ione	Bourbon, Indiana.
Shively, Katheryn	North Manchester, Indiana.
Sink, Ivah	Markle, Indiana.
Smith, Lua	Muncie, Indiana.
Smuts, Grace	Wabash, Indiana.
Snell, Irl	North Manchester, Indiana.
Spitzer, Pearl	Edgley, North Dakota.
Stanley, Donald	Andrews, Indiana.
Stetzel, Faye	Roanoke, Indiana.
Stevens, Hazel	Lafontaine, Indiana
Stinebaugh, Virgil	Camden, Indiana.
Stouder, J. Frank	Andrews, Indiana.
Stouder, Neva	Andrews, Indiana.
Stouder, Paul	Andrews, Indiana.
Strauss, Ada	Nappanee, Indiana.
Strong, Alice	Connersville, Indiana.
Stroup, Blanche	Warren, Indiana.
Studebaker, Paul	Muncie, Indiana
Stuhmer, Johanne	Idaville, Indiana.
Tedford, Eva	Idaville, Indiana.
Tedford, Frank	Idaville, Indiana.
Troxel, Katheryn	Wabash, Indiana.
Tucker, Freda	Claypool, Indiana
Updike, Paul	Warren, Indiana.
Weaver, Merl D.	Bremen, Indiana.
Wenger, Samuel	Union, Ohio.
Wesco, Effie	Warren, Indiana.
Weybright, Dessie	South Whitley, Indiana.
Weybright, Elsie	South Whitley, Indiana.
Whitehead, Velma	Muncie, Indiana.
Whitmer, M. D.	South Bend, Indiana.
Wilson, Marjorie	Laketon, Indiana.
Winebrenner, Frank	Albion, Indiana.
Wolfe, Ermestine	North Manchester, Indiana.
Wright, Garrett	North Manchester, Indiana.
Wygant, J. Edward	Wolf Lake, Indiana.
Yaney, Edith	Decatur, Indiana
Young, Fern	Roanoke, Indiana.
Zumbrum, Hearl	Churubusco, Indiana.

Total, 164.

ACADEMY

Anderson, Nora	North Manchester, Indiana.
Baker, Adah	Greenville, Ohio
Baker, Elizabeth	Greenville, Ohio
Ball, Paul R.	Camden, Indiana.
Billman, Ruth	Sebring, Florida.
Blough, Roy	North Manchester, Indiana.
Bollinger, Floyd	North Manchester, Indiana
Bontrager, Clement	Elkhart, Indiana
Boyer, Dan	North Manchester, Indiana
Brubaker, Ralph	Fredericktown, Ohio
Butterbaugh, Dorthy	North Manchester, Indiana
Butterbaugh, Emmerson	Silver Lake, Indiana
Butterbaugh, Wright	Silver Lake, Indiana

Byerly, Archie	Lima, Ohio
Chambers, Pearl	Middletown, Mich.
Cook, Jesse J.	Uniondale, Indiana
Couser, Cora M.	Centerville, Ohio
Cripe, Clyde	North Manchester, Indiana
Cripe, Gladys	Middlebury, Indiana
Crone, Arthur	Ashland, Ohio
Cunningham, Goldie	Miami, Oklahoma
Daffer, Floyd	Somerset, Indiana
Defries, Ruth	North Manchester, Indiana
Driver, Blanche	North Manchester, Indiana
Driver, Clifford	Lima, Ohio
Driver, Gale	Lima, Ohio
Driver, Gladys	Lima, Ohio
Driver, Lois M.	North Manchester, Indiana
Dunning, Ada	Wenatchee, Washington
Eiler, Austin	North Manchester, Indiana
Erickson, Mark A.	Tekoa, Washington
Fields, Harry	South Whitley, Indiana
Fisher, Frances	Bowers, Indiana
Foster, Carl	North Manchester, Indiana
Fox, Alma	Sidney, Indiana
Geyer, Blanche	Nappanee, Indiana
Gottschall, Ilo	North Manchester, Indiana
Gump, George H.	North Manchester, Indiana
Gwong, Moy	Canton, China
Hampton, W. C.	Waynesboro, Mississippi
Hawbaker, Lee	North Manchester, Indiana
Heestand, Zuma	Wooster, Ohio
Heeter, Ira	Roann, Indiana
Hendrix, Ada	North Manchester, Indiana
Hill, Matie	Elkhart, Indiana
Hoffman, Esta	North Manchester, Indiana
Holben, Bertha	South Whitley, Indiana
Huffman, Charles	Tekoa, Washington
Hunter, James	Logansport, Indiana
Ikenberry, Marie	North Manchester, Indiana
Jackson, Eldon	South Bend, Indiana
Joy, Harold	Ansonia, Ohio
Kelley, Otto	Wabash, Indiana
Kensinger, Harvey	Zion, North Dakota
Kintner, Elizabeth	Ney, Ohio
Kreider, Chloa	South Whitley, Indiana
Kreighbaum, Iden	South Bend, Indiana
Lechrone, Orpha	North Manchester, Indiana
Longanecker, Paul	Milford, Indiana
Maphis, Edna	Brookville, Ohio
Miller, Chelsa	Lima, Ohio
Miller, DeLeone	Gaston, Indiana
Mishler, Trude	Pierceton, Indiana
Mohler, Sherman	Mogadore, Ohio
Moomaw, Paul	Wooster, Ohio
Mote, Arthur	Woodland, Michigan
Newcomb, Wendell	Argos, Indiana
Noll, Robert	Butternut, Michigan
Petry, Bertha	Greenville, Ohio
Plaugher, Earl	Beaverdam, Ohio
Priser, Carson	North Manchester, Indiana
Rhodes, Ray	Nampa, Idaho
Rohrer, Perry	Argos, Indiana
Rowe, Dewey	Howe, Indiana

Rudy, George	Massillon, Ohio
Sausaman, Carrie	Roann, Indiana
Seitner, Nora	Roann, Indiana
Skinner, Ethel	Silver Lake, Indiana
Smith, Frances	Roann, Indiana
Smith, Ida	Galveston, Indiana
Snider, Edgar	Lima, Ohio
Stauffer, Robert	North Manchester, Indiana
Stebbins, Mark	Dayton, Ohio
Stutsman, Mabel	Pennant, Sask., Canada
Stutsman, Ralph	Goshen, Indiana
Stutsman, Winnifred	Pennant, Sask., Canada
Styers, Henry	Arkon, Ohio
Swihart Lucile	Churubusco, Indiana
Thomas, Lena	North Manchester, Indiana
Trackler, Miriam	Williamstown, Ohio
Vore, Harold	Lima, Ohio
Waddelow, Bessie	Fairfield, Illinois
Waddelow, Mary	Fairfield, Illinois
Weaver, Ervin	Bremen, Indiana
Weaver, Rowena	Lima, Ohio
Weller, Lloyd	Copemish, Michigan
Weller, Russell	Copemish, Michigan
Whitmer, J. Russell	South Bend, Indiana
Wine, Charlie	Huntington, Indiana
Winger, Mabel	North Manchester, Indiana
Wolfe, Ernestine	North Manchester, Indiana
Workman, Mabel	North Manchester, Indiana
Wright, Leah	North Manchester, Indiana
Wyland, Charles	Elkhart, Indiana
Younker, Cletus	Creston, Ohio
Younker, Franklin	Creston, Ohio
Young, Helen	North Manchester, Indiana
Zimmerman, Pearl	New Carlisle, Ohio

Total 108-104 not previously counted.

BIBLE

Baker, Elizabeth	Greenville, Ohio
Bechtelheimer, Ivan	Walton, Indiana
Blough, Carman	North Manchester, Indiana
Bollinger, Floyd	Carson City, Michigan
Bontrager, Clement	Elkhart, Indiana
Bright, Lydia	Laura, Ohio
Brubaker, Ralph	Fredricktown, Ohio
Butterbaugh, Marie	Silver Lake, Indiana
Cargar, Harry	Plymouth, Indiana
Carpenter, Hazel	Culver, Indiana
Chambers, Pearl	Middletown, Michigan
Chung, Thomas	Los Angeles, California
Cook, Jesse J.	Uniondale, Indiana
Credlebaugh, Nellie	New Carlisle, Ohio
Cripe, Gladys	Middlebury, Indiana
Crone, Arthur	Ashland, Ohio
Defries, Harriette	North Manchester, Indiana
Defries, Ruth	North Manchester, Indiana
Dilling, Bertha	Hagerstown, Indiana
Dredge, Nellie	New Carlisle, Ohio
Driver, Clara	North Manchester, Indiana
Driver, Lois	North Manchester, Indiana
Eberly, Mertie	Old Fort, Ohio
Eiler, Austin	North Manchester, Indiana

Erickson, Olive	Tekoa, Washington
Fields, Harry	North Manchester, Indiana
Fields, Ida M.	Milford, Indiana
Garver, Miriam	Trotwood, Ohio
Grosh, Pearl	Nappanee, Indiana
Grossnickle, Warren	North Manchester, Indiana
Hampton, W. C.	Waynesboro, Miss.
Hanna, Homer	Burnetts Creek, Indiana
Harshman, John	Wooster, Ohio
Heestand, Cora L.	Plymouth, Indiana
Hoffman, Esta	North Manchester, Indiana
Holben, Bertha	South Whitley, Indiana
Hunter, James	Logansport, Indiana
Ikenberry, Anna	North Manchester, Indiana
Irvin, Floyd	Creston, Ohio
Pearl, Jobes	Arcanum, Ohio
Keim, Annie	Nampa, Idaho
Kessler, Agnes	Lafontaine, Indiana
Kindell, Marie	Covington, Ohio
Kreider, Chloa	South Whitley, Indiana
Kreiger, Evelyn	Chippewa Lake, Indiana
Kurtz, Erma	Hartsville, Ohio
Lechrone, Ruth	Silver Lake, Indiana
Mallott, Floyd	Deshler, Ohio
Mast, Pauline	Plymouth, Indiana
Metzler, Burton	Nappanee, Indiana
Metzler, John	Nappanee, Indiana.
Miller, C. O.	Hagerstown, Indiana
Miller, M. C.	Lima, Ohio
Minnich, H. S.	Greenville, Ohio
Mishlre, Edna	Akron, Ohio
Mohler, Sherman	Mogadore, Ohio
Moomaw, Ira	Wooster, Ohio
Moomaw, Selma	Twin Falls, Idaho
Mote, Arthur	Woodland, Mich.
Mote, Mrs. Arthur	Woodland, Mich.
Neff, Ethel	Milford, Indiana
Nolt, Enos	Lodi, Ohio
Plaugher, Leroy	Beaverdam, Ohio
Press, Ida Mae	North Manchester, Indiana
Pressler, Carl	Wabash, Indiana
Priser, D. F.	North Manchester, Indiana
Randolph, H. S.	Limestone, Tennessee
Reiff, Minnie	Burnetts Creek, Indiana
Replogle, Walter	Flora, Indiana
Rohrer, Perry	Argos, Indiana
Royer, Galen B	Arcanum, Ohio
Sausaman, Carrie	Roann, Indiana
Seitner, Nora	Roann, Indiana
Shepfer, Eva Belle	Sugar Creek, Ohio.
Shepfer, C. Ray	Sugar Creek, Ohio
Shively, Marie	North Manchester, Indiana
Shultz, Cora	North Manchester, Indiana
Smith, Albert	Greenville, Ohio
Snell, Jacob	North Manchester, Indiana
Stebbins, Mark	Dayton, Ohio
Stinebaugh, W. C.	Camden, Indiana
Strycher, Gladys	Nappanee, Indiana
Styers, Henry	Arkon, Ohio
Swartz, Selah	Huntington, Indiana
Swihart, Huber	Chrubusco, Indiana

Swihart, Lucile	Churubusco, Indiana.
Trackler, Miriam	Williamstown, Ohio.
Ulrey, John Fred	Goshen, Indiana.
Waddelow, Bessie	Fairfield, Illinois.
Waddelow, Mary	Fairfield, Illinois.
Warner, Lozier	North Manchester, Indiana.
Weaver, Ervin	Bremen, Indiana
Weaver, Myrtis	Goshen, Indiana
Weaver, Rowena	Lima, Ohio
White, Ralph	Vinegar Bend, Ala.
Whitehead, Cecil	Syracuse, Indiana
Winger, John M.	North Manchester, Indiana.
Woods, Beulah	Spencer, Ohio.
Wright, Charles	Fostoria, Ohio.
Yoder, L. J.	Bellefontaine, Ohio.

Total, 101-14 not previously counted.

HOME ECONOMICS

Baker, Junie,	West Manchester, Ohio.
Beachley, Louise	North Manchester, Indiana.
Beigh, Hilda	Sidney, Indiana.
Bibler, Mary	Huntington, Indiana.
Billman, Ruth	Sebring, Florida.
Bowman, Edith	Huntington, Indiana.
Boyd, Anna	North Manchester, Indiana
Brumbaugh, Essie	North Liberty, Indiana.
Bunnell, Goldie	Chili, Indiana.
Credlebaugh, Nellie	New Carlisle, Ohio.
Cripe, Gladys	Middlebury, Indiana.
Deaton, Mabel	Sidney, Indiana.
DeFries, Harriette	North Manchester, Indiana.
Delk, Margaret	Pittsburg, Ohio.
Dilling, Bertha	Hagerstown, Indiana.
Dolby, Bertha	Warren, Indiana.
Driver, Clara	North Manchester, Indiana.
Driver, Lois	North Manchester, Indiana.
Dunbar, Deane	North Manchester, Indiana.
Eikenberry, Treva	North Manchester, Indiana
Fouts, Ethel	North Manchester, Indiana.
Gandy, Hazel	Albion, Indiana.
Grimes, Ethel	North Manchester, Indiana.
Grossnickle, Lela	North Manchester, Indiana.
Ham, Grace	Lafontaine, Indiana.
Hanley, Ruby	North Manchester, Indiana.
Hoke, Mildred	Huntington, Indiana.
Holben, Bertha	Sidney, Indiana.
Hopper, Fannie	Onward, Indiana.
Hurst, Grace	Roann, Indiana.
Ikenberry, Anna	North Manchester, Indiana.
Keim, Annie	Nampa, Idaho
Keller, Mabel	Fredericktown, Ohio.
Kesler, Emma	North Manchester, Indiana.
Kline, Pearl	Decatur, Indiana
Kreider, Chloa	South Whitley, Indiana.
Kite, Beatrice	Radnor, Indiana.
Lautzenhizer, Dotte	North Manchester, Indiana.
Lautzenhizer, Esther	North Manchester, Indiana.
Lavengood, Muriel	Wabash, Indiana.
Lechrone, Orpha	North Manchester, Indiana.
Lefforge, Mae	North Manchester, Indiana.

Mast, Pauline	Plymouth, Indiana.
Maurer, Ethel	Idaville, Indiana
Mitchell, Hazel	Center Point, Indiana.
Neer, Ruth John	North Manchester, Indiana.
Neff, Ruth	Dayton, Ohio.
Peden, Della	North Manchester, Indiana
Redick, Hazel	Plymouth, Indiana
Shively, Ione	Bourbon, Indiana.
Shively, Kathryn	North Manchester, Indiana.
Smith, Eunice	North Manchester, Indiana.
Smith, Lois	North Manchester, Indiana.
Smith, Lua	Muncie, Indiana.
Smuts, Grace	Wabash, Indiana
Speicher, Camilla	Urbana, Indiana.
Stoner, Edna	Bremen, Ohio.
Stroup, Blanche	Warren, Indiana.
Stuhmer, Johanne	Idaville, Indiana.
Stutsman, Mabel	Pennant, Sask., Canada
Stutsman, Winifred	Pennant, Sask., Canada.
Tedford, Eva	Idaville, Indiana.
Thomas, Lena	North Manchester, Indiana.
Thomas, Marcella	North Manchester, Indiana.
Tombaugh, Ruth	Roann, Indiana.
Waddelow, Mary	Fairfield, Illinois.
Walther, Marie	North Manchester, Indiana.
Weaver, Myrtis	Goshen, Indiana.
Weller, Laverda	North Manchester, Indiana.
Whitehead, Cecil	Syracuse, Indiana.
Winger, Mabel	North Manchester, Indiana.
Wolfe, Ernestine	North Manchester, Indiana.
Wolfe, Lottie	North Manchester, Indiana.
Workman, Mary	Buckeye City, Ohio.
Young, Fern	Huntington, Indiana.

Total, 79.

BOOKKEEPING

Ball, Paul	North Manchester, Indiana.
Blough, Roy	North Manchester, Indiana.
Bollinger, Homer	Carson City, Michigan.
Brubaker, Ralph	Fredericktown, Ohio.
Brown, Olivia	North Manchester, Indiana.
Chung, Thomas	Los Angeles, California.
Cripe, Eva	Urbana, Indiana.
Defries, Ruth	North Manchester, Indiana.
Emrick, Hobart	Middletown, Michigan.
Erickson, Mark	Tekoa, Washington.
Fields, Harry	South Whitley, Indiana.
Fisher, Frances	Bowers, Indiana.
Gilbert, Amber	North Manchester, Indiana.
Hamilton, Fred	Bowers, Indiana.
Hardman, James	South Bend, Indiana.
Hatten, Delbert	North Manchester, Indiana.
Hawbaker, Merlin	North Manchester, Indiana.
Keim, C. Ray	Louisville, Ohio.
Kelley, Otto	Wabash, Indiana.
Kinger, Luciel	Wabash, Indiana.
Longanecker, Paul	Milford, Indiana.
Martin, Loyal	Pioneer, Ohio.
Miller, D. L.	Gaston, Indiana.
Miller, M. C.	Lima, Ohio

	Lima, Ohio
Miller, Ralph	Pierceton, Indiana.
Mishler, Trude	Wooster, Ohio.
Moomaw, Paul	Idaville, Indiana.
Neel, Floyd	Argos, Indiana.
Newcomb, Wendell	North Manchester, Indiana
Payne, Howard	North Manchester, Indiana.
Priser, Carson	Laketon, Indiana.
Rager, Bertha	Sidney, Indiana.
Ross, Rudy	Howe, Indiana.
Rowe, Dewey	North Manchester, Indiana.
Schubert, C. C.	Silver Lake, Indiana.
Skinner, Ethel	North Manchester, Indiana
Stauffer, Robert	Pennant, Sask., Canada
Stutsman, Winnifred	Churubusco, Indiana.
Swihart, Lucile	Shepherd, Indiana
Utz, Anna	Lima, Ohio.
Vore, Harold	Bremen, Indiana
Weaver, Ervin	Wabash, Indiana
Whitsel, Herman	Princeton, Indiana
Wood, Ralph	Bellefontaine, Ohio.
Yoder, L. J.	

Total, 46—18 not previously counted.

SHORTHAND AND TYPEWRITING

	Nappanee, Indiana.
Blosser, Lowell	North Manchester, Indiana.
Brown, Olivia	Middletown, Michigan.
Chambers, Pearl	North Manchester, Indiana.
Cymer, Vanas	Urbana, Indiana.
Cripe, Eva	Miami, Oklahoma.
Cunningham, Goldia	North Manchester, Indiana.
Driver, Lois	North Manchester, Indiana.
Ebbinghaus, Fred	Middletown, Michigan.
Emrick, Hobart	Bowers, Indiana.
Fisher, Frances	Eustis, Florida.
Funderburgh, J. T.	North Manchester, Indiana.
Gilbert, Amber	Nappanee, Indiana.
Grosh, Pearl	South Bend, Indiana.
Hardman, James	North Manchester, Indiana.
Hatten, Delbert	Buchanan, Michigan.
Helmich, Mildred	Lagro, Indiana.
Jeffrey, Myrtle	Wabash, Indiana.
Klinger, Lucile	North Manchester, Indiana.
Long, Ruby	Pioneer, Ohio.
Martin, Loyal	South Whitley, Indiana.
Miller, Martha	Laketon, Indiana.
Rager, Bertha	Warsaw, Indiana.
Shanafelt, Bernice	Liberty Mills, Indiana.
Swisher, Althea	Shepherd, Michigan
Utz, Anna	North Manchester, Indiana.
Wolfe, Grace	Pierceton, Indiana.
Wood, Ralph	Buckeye City, Ohio
Workman, Mary	

Total, 28—10 not previously counted.

MUSIC—PIANO

	North Manchester, Indiana.
Boomler, Catherine	North Manchester, Indiana.
Boomler, Leslie	North Manchester, Indiana.
Boyer, Dan	Huntington, Indiana
Brown, Mabel	

Burke, Homer	Walkerton, Indiana.
Carey, Paul	Lima, Ohio.
Clymer, Vanas	North Manchester, Indiana.
Day, Orril M.	Laketon, Indiana.
Duff, Verla	Ockley, Indiana.
Eberly, Metrie	Old Fort, Ohio.
Fields, Ida	Milford, Indiana
Foster, Carl	North Manchester, Indiana.
Fox, Alma	South Whitley, Indiana.
Garver, Miriam	Troywood, Ohio.
Grosh, Pearl	Nappanee, Indiana
Gump, Iva	North Manchester, Indiana.
Heeter, Ira	Roann, Indiana.
Helmick, Mildred	Buchanan, Michigan.
Hippensteel, Clark	North Manchester, Indiana
Holben, Bertha	South Whitley, Indiana.
Homan, Neva	Silver Lake, Indiana.
Ikenberry, Marie	North Manchester, Indiana.
Jackson, Eldon	South Bend, Indiana.
Keltner, Lulu	Union City, Indiana
Kepple, Alice	Wabash, Indiana.
Kessler, Agnes	North Manchester, Indiana.
Kindell, Marie	Covington, Ohio.
Kreiger, Evelyn	Chippewa Lake, Ohio.
Leonard, J. W.	North Manchester, Indiana
Mast, Pauline	Plymouth, Indiana
Mertz, Ruth	Burnetts Creek, Indiana.
Metzger, Grace	South Whitley, Indiana.
Miller, Chelsa	Lima, Ohio.
Miller, Fern	North Manchester, Indiana.
Mishler, Edna	Akron. Ohio.
Mitchell, Hazel	Center Point, Indiana.
Moomaw, Selma	Twin Falls, Idaho
Mourer, Ethel	Idaville, Indiana.
Neff, Bertha	Milford, Indiana.
Neff, Ethel	Milford, Indiana
Robbins, Glenn	Grass Creek, Indiana.
Ross, Ruby	Sidney, Indiana.
Ryan, Gladys	Darlington, Indiana.
Schwalm, Mrs. V. F.	North Manchester, Indiana.
Swartz, Selah	Churubusco, Indiana.
Swihart, Lucile	North Manchester, Indiana.
Shultz, Cora	North Manchester, Indiana.
Sicks, Bertha	North Manchester, Indiana.
Smith, Eunice	North Manchester, Indiana.
Speed, Nelle	North Manchester, Indiana.
Stauffer, Robert	North Manchester, Indiana.
Weaver, Rowena	Lima, Ohio.
Wetters, Veda	Bippus, Indiana.
White, Dora	North Manchester, Indiana.
Winger, Mrs. Ida	North Manchester, Indiana.
Wyland, Charles	Elkhart, Indiana.

Total, 56—21 not previously counted.

VOICE

Anglemyer, George	Nappanee, Indiana.
Bechtel, Lola	Fredericktown, Ohio.
Boyer, Dan	North Manchester, Indiana.
Callendar, Harry	Syracuse, Indiana.
Cargar, Harry	Plymouth, Indiana.

Carpenter, Hazel	Culver, Indiana.
Cripe, Gladys	Middlebury, Indiana.
Day, Orril	Laketon, Indiana.
Defries, Harriette	North Manchester, Indiana.
Delk, Margaret	Pittsburg, Ohio.
Dilling, Bertha	Hagerstown, Indiana.
Dils, Earl	Dayton, Ohio.
Drege, Nellie	New Carlisle, Ohio.
Duff, Verla	Ockley, Indiana.
Dunning, Ada	Wenatchee, Washington.
Fisher, Everett	Peru, Indiana.
Fox, Alma	South Whitley, Indiana.
Gump, Iva	North Manchester, Indiana.
Haber, Howard	Lebanon, Ohio
Hanna, Homer	Burnetts Creek, Indiana.
Heestand, Zuma	Wooster, Ohio.
Heeter, Ira	Roann, Indiana.
Heeter, Tressa	Roann, Indiana.
Heisey, John	Union, Ohio.
Hippensteel, Jay	North Manchester, Indiana.
Holben, Bertha	South Whitley, Indiana.
Huffman, Leland	Onward, Indiana.
Iffert, Anna	Nappanee, Indiana.
Kensinger, Hilda	Zion, North Dakota.
Keppel, Alice	Wabash, Indiana.
Kreighbaum, Iden	South Bend, Indiana.
Mast, Pauline	Plymouth, Indiana
Mertz, Ruth	Burnetts Creek, Indiana.
Metzger, Grace	South Whitley, Indiana.
Miller, D. L.	Gaston, Indiana.
Mishler, Edna	Akron, Ohio.
Neff, Bertha	Milford, Indiana.
Nolt, Ellen	Lodi, Ohio.
Peden, Della	North Manchester, Indiana.
Pippenger, Marie	Nappanee, Indiana.
Plaugher, Earl	Beaverdam, Ohio.
Reiff, Minnie	Burnetts Creek, Indiana.
Robbins, Glenn	Grass Creek, Indiana.
Rudy, George	Massillon, Ohio
Seitner, Nora	Roann, Indiana.
Sheline, Josephine	Syracuse, Indiana.
Smith, Eunice	North Manchester, Indiana.
Shepfer, Eva	Sugar Creek, Ohio.
Smith, Ida	Galveston, Indiana.
Snell, Mrs. J. S.	North Manchester, Indiana.
Strycher, Gladys	Nappanee, Indiana
Stutsman, Mable	Pennant, Sask., Canada.
Swihart, Luciel	Churubusco, Indiana.
Weaver, Mrs. Ervin	Bremen, Indiana.
Weller, Orpha	North Manchester, Indiana
White, Dora	North Manchester, Indiana
Whitmer, Russell,	South Bend, Indiana.
Workman, Mary	Buckeye City, Ohio
Wyland, Charles	Elkhart, Indiana.

Total, 59—8 not previously counted.

EXPRESSION

Anderson, Nora	North Manchester, Indiana.
Anglemyer, George	Nappanee, Indiana.
Boomler, Catherine	North Manchester, Indiana
Butterbaugh, Marie	Silver Lake, Indiana.

Carpenter, Hazel	Culver, Indiana.
Chung, Thomas	Los Angeles, California.
Couser, Cora	Centerville, Ohio
Dilling, Bertha	Hagerstown, Indiana.
Dredge, Nellie	New Carlisle, Ohio.
Driver, Clara	North Manchester, Indiana.
Driver, Clifford	Lima, Ohio.
Dunbar, Deane	North Manchester, Indiana.
Ebbinghaus, Fred	North Manchester, Indiana.
Fields, Ida	Milford, Indiana.
Fox, Alma	South Whitley, Indiana.
Gottschall, Ilo	North Manchester, Indiana.
Heeter, Ira	Roann, Indiana
Heeter, Tressa	Roann, Indiana
Keim, Wallace	Nampa, Idaho.
Kreider, Chloa	South Whitley, Indiana.
Lechrone, Orpha	North Manchester, Indiana.
Miller, Chelsa	Beaverdam, Ohio.
Moomaw, Selma	Twin Falls, Idaho.
Noll, Clara	Butternut, Michigan.
Plaugher, Earl	Beaverdam, Ohio.
Redick, Hazel	Plymouth, Indiana
Seitner, Nora	Roann, Indiana.
Shively, Marie	.North Manchester, Indiana.
Steele, Pauline	North Manchester, Indiana.
Stutsman, Mabel	Pennant, Sask., Canada.
Stutsman, Winifred	Pennant, Sask., Canada.
Swihart, Lucile	Churubusco, Indiana.
Trackler, Miriam	Williamstown, Ohio.
Zimmerman, Pearl	New Carlisle, Ohio.

Total, 34—1 not previously counted.

ART

Baker, Ada	Greenville, Ohio.
Baker, Elizabeth	Greenville, Ohio
Barnhart, Mable	Springfield, Ohio.
Butterbaugh, Dorthy	North Manchester, Indiana.
Defries, Harriette	North Manchester, Indiana.
Grimes, Ethel	North Manchester, Indiana.
Grosh, Fern	Nappanee, Indiana.
Humke, Nellie	North Manchester, Indiana.
Keller, Mabel	.Fredricktown, Ohio.
Kensinger, Hilda	Zion, North Dakota.
Kindell, Marie	Covington, Ohio
Miller, Fern	North Manchester, Indiana.
Moomaw, Selma	Twin Falls, Idaho.
Neff, Ethel	Milford, Indiana.
Pressler, Ralph	Laketon, Indiana.
Ryan, Gladys	Darlington, Indiana.
Shively, Marie	North Manchester, Indiana.
Smith, Carrie	Dayton, Ohio.
Smith, Eunice	North Manchester, Indiana
Stout, Ethel Neff	Milford, Indiana
Thomas, Edna	Ada, Ohio.
Tombaugh, Ruth	Roann, Indiana
Trackler, Miriam	Williamstown, Ohio.
Wright, Leah	Fostoria, Ohio.

Total, 24—3 not previously counted.

AGRICULTURE

Bolinger, Homer	Carson City, Michigan.
Byerly, Archie	Lima, Ohio.
Carey, Paul	Lima, Ohio.
Crone, Arthur	Ashland, Ohio.
Hampton, W. C.	Waynesboro, Miss.
Iffert, Anna	Nappanee, Indiana.
Jones, Walter	Tippecanoe, Indiana.
Miller, Ralph	Lima, Ohio.
Moomaw, Paul	Wooster, Ohio.
Rupel, Elsie	Walkerton, Indiana.
Wenger, Samuel	Union, Ohio.
Wesco, Effie	Roann, Indiana.
Whitsel, Herman	Wabash, Indiana.
Wine, Charlie	Huntington, Indiana.

Total, 14.

SPECIAL STUDENTS

Boyer, Mrs. Daniel	North Manchester, Indiana.
Cripe, Mrs. Clyde	North Manchester, Indiana.
McKee, Alpha	North Manchester, Indiana.
Smith, Lois	North Manchester, Indiana.
Weller, Laverda	North Manchester, Indiana.
Weller, Maud	North Manchester, Indiana.
Workman, Orpha	North Manchester, Indiana.

Total 7—7 not previously counted.

Total number of students enrolled without duplicates, 556.

MANCHESTER COLLEGE

BULLETIN

Vol. 12 APRIL, 1919 *No. 68*

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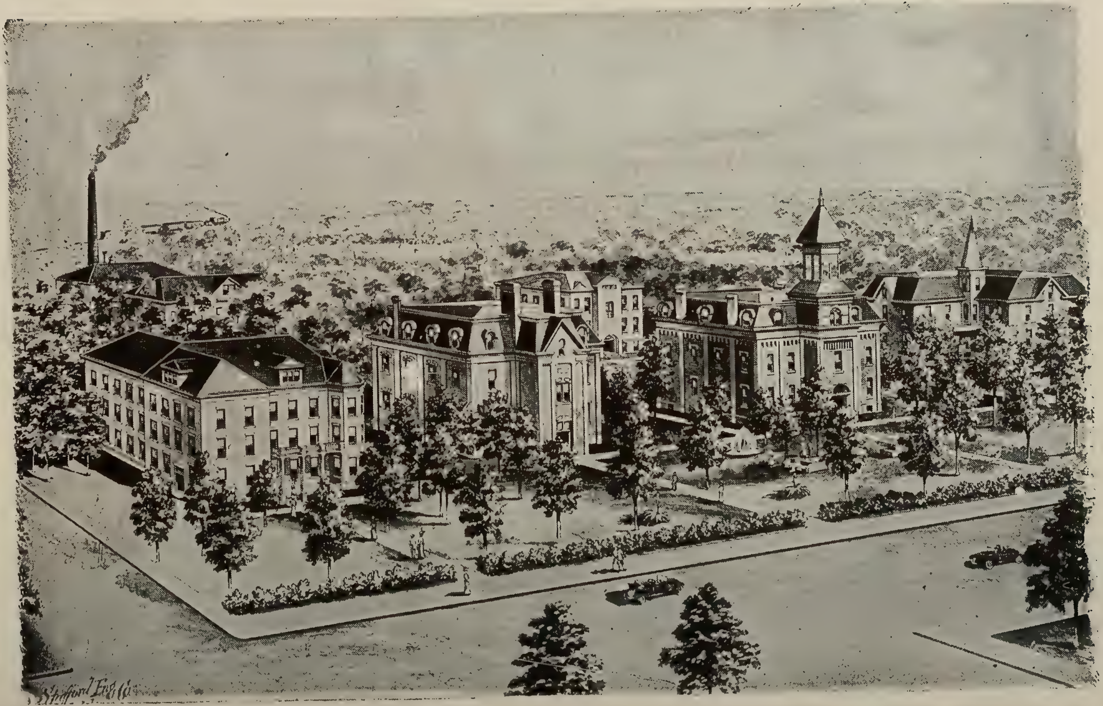
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OF THE

MANCHESTER COLLEGE

BULLETIN

1919-1920

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ell others that they, too, may become interested. If you do
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Manchester College Bulletin

Entered Dec. 24, 1907, at North Manchester, Ind., as second class matter under act of Congress of July 26, 1894. Acceptance for mailing at the special rate of postage provided in section 1103, Act of October 3, 1917, authorized June 21, 1919.

Vol. 12 APRIL, 1920 No. 68

Calendar 1919-1920

FALL TERM—TWELVE WEEKS

September 9, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 21, Monday—Mid-fall term opening.
November 25 and 26—Term examinations.
November 27, Thursday—Thanksgiving recess.

WINTER TERM—TWELVE WEEKS

December 1, Monday—Winter term opens.
December 19, Friday—Holiday vacation begins.
December 30, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM—December 31 to January 10

Feb. 26 and 27, Thursday and Friday—Term Examinations.

SPRING TERM—TWELVE WEEKS

March 1, Monday—Spring term opens.
April 12, Monday—Mid-spring term opening for teachers.
Graduating Theses Due.
May 14, Friday—Reception to graduates.
May 15, Saturday—Joint program of Literary Societies.
May 16, Sunday—Sermon to graduates.
May 18 and 19, Tuesday and Wednesday—Term examinations.
May 19, Wednesday—Business meeting of the Trustees and Alumni.
May 20, Thursday—Last chapel service and class day exercises
Evening—Annual Commencement.

SUMMER NORMAL—TWELVE WEEKS

May 24, Monday—Summer Normal opens.
July 5, Monday—Mid-summer term opening.
August 12 and 13, Thursday and Friday—Term examinations.
August 15—Summer Normal closes.

Organization

BOARD OF TRUSTEES

G. A. Snider, Chairman	Lima, Ohio
J. L. Cunningham, Secretary	Flora, Indiana
L. W. Teeter	Hagerstown, Indiana
D. B. Garber	Markle, Indiana
Manly Deeter	Milford, Indiana
Frank Kreider	Goshen, Indiana
G. F. Culler	Woodland, Michigan
G. S. Strausbaugh	Canton, Ohio
Levi Minnich	Greenville, Ohio

EXECUTIVE BOARD

Otho Winger, President	North Manchester, Indiana
J. L. Cunningham, Secretary	Flora, Indiana
L. D. Ikenberry, Treasurer	North Manchester, Indiana
G. A. Snider, Chairman Board of Trustees	Lima, Ohio

GENERAL EDUCATIONAL BOARD

D. W. Kurtz, Chairman	McPherson, Kansas
D. M. Garver, Vice-Chairman	Trotwood, Ohio
J. S. Flory	Bridgewater, Virginia
D. C. Reber	North Manchester, Indiana
J. W. Leer	Chicago, Illinois

STANDING COMMITTEES OF TRUSTEES

Executive Board	Snider, Cunningham
Visiting Committee	Teeter, Strausbaugh, Minnich
Finance Committee	Garber, Deeter, Culler

Faculty 1919-1920

OTHO WINGER, A. M., L. L. D., President, Philosophy. Manchester college, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. L. L. D., Mt .Morris college, 1918. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., L. L. D., Vice President. Astronomy and Geology. Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kansas, 1893-1894. A. B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. L. L. D., Manchester College, 1918. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893. President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912. Vice President, Manchester College since 1918.

VERNON SCHWALM, A. M., History and Political Science. Student in Manchester College 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree, Graduate student, University of Chicago, summer schools of 1913 and 1914 and winter and spring terms of 1916. Student in Bethany Bible School, fall term 1915. A. M. degree, University of Chicago, 1916. Professor of History and Political Science since 1913. Dean of College of Liberal Arts since 1918.

EDWARD KINTER, A. M., Chemistry and Biology. Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. degree, Post-graduate in Ohio State University, Summer 1912 and 1913; A. M., 1914. Professor Science and Agriculture, Manchester College 1912-1917. Professor Chemistry and Physics and Secretary of the Faculty since 1917.

D. C. REBER, A. M., Pd. D., Ancient Languages. B. E. Juniata College, 1891; M. E., 1893; A. B., 1897. Pd. M., New York University, 1901; Pd. D., 1902. Principal of Schools, New Enterprise, Pa., 1891-1893. Instructor in Latin, Juniata College, 1897-1900. Professor of Languages and

Pedagogy, Elizabethtown College, 1902-1918. Vice President of Elizabethtown College, 1904-1907. Acting President, Ibidem, 1907-1910. President of Elizabethtown College 1910-1918. Professor of Ancient Languages and Acting Librarian, Manchester College, since 1918.

A. R. EIKENBERRY, A. M., Agriculture. Student in Bethany Bible School, 1909-10. A. B., Mt. Morris College, 1917. Graduate student in summer school, University of Illinois, 1917. Graduate student in summer school, Manchester College, 1918 and 1919; A. M., 1919, Professor of Agriculture, Mt. Morris College, 1917-18. Professor of Agriculture, Manchester College, since 1918.

W. W. PETERS, A. M., Psychology and Education. Student Manchester College, 1912-15; A. B. degree. Superintendent of Bethel Township schools, 1915-19. Graduate student, Ohio State University, summer school 1918 and 1919; A. M. degree. Professor of Education and Psychology, Manchester College, since 1919.

RUSSELL C. WENGER, B. D., A. M., Bible Literature and Doctrines. Student in Bethany Bible School. Student in Manchester College, 1916-1918; A. B. degree. Graduate student in University of Chicago, 1918-1919; A. M. degree. B. D., Bethany Bible School, 1919. Professor of Bible Literature and Doctrines since 1919.

C. A. WRIGHT, B. D., A. M., Religious Education. Student in Manchester College, 1911-17; A. B. degree. Extension worker, Manchester College, 1917-18. Student in Bethany Bible School and University of Chicago, 1918-1919. B. D., Bethany Bible School. A. M., University of Chicago. Professor of Religious Education.

JOHN E. DOTTERER, A. M., Mathematics and Physics. A. B., Blue Ridge College, 1912. Professor Mathematics, Park College Academy, Mo., 1912-1915. Graduate student, University of Kentucky, 1915-1916. Graduate student, University of Illinois, 1916-1917; A. M. degree. Professor Mathematics in Hoopeston, Illinois, Junior College, 1917-1918. Graduate student, University of Chicago, 1919. Professor of Mathematics and Physics since 1919.

J. R. SHUTZ, A. M., English and French. A. B. degree, Otterbein University, 1914. Graduate student, University of California, summer 1915. Principal of Riley Township High School, 1914-1918. Graduate student, University of Chicago, 1918-1919; A. M. degree. Professor of English and French since 1919.

SADIE I. STUTSMAN, A. B., B. E., English and Expression. Graduate of the Academy of Maryland Collegiate Institute, 1904. Private study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Student in College of Liberal Arts; A. B. degree, 1916. Student in Columbia School of Expression, fall and winter terms, 1918-1919; B. E. degree. Instructor in Art and Expression, 1907-1919. Professor of English and Expression since 1919.

MARGARET DELK, A. B., Home Economics. A. B., Manchester College, 1918. Graduate student, University of Chicago, summer 1918. Graduate student, Ohio State University, summer 1919. Professor of Home Economics, Manchester College, since 1918.

CORA M. STAHLY, B. Mus., Director of Music Department. Graduate of Teachers' Certified Course, Manchester College, 1897. Student in Chicago College of Music, 1899-1900. Instructor in Music in Smithville College, and student in Wooster University, 1901. Private Teacher of Music, 1901-1911. Student in Chicago Music College and Graduate under William Sherwood, B. Mus., 1911. Director of Music Department in Manchester College, since 1911.

D. W. BOYER, Voice, Harmony and History. Graduate Four Years' Voice, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919.

BERTHA NEFF, Piano, Harmony and History. Graduate Four Years' Piano, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919.

ORPHA WORKMAN, B. Accts. Stenography and Typewriting. Graduate Stenographic Course, Manchester College, 1911. Graduate Commercial Teachers' Course, Manchester College, 1911. Student, summer school, Wooster College, 1914. Professor of Stenography since 1914 in Manchester College. Principal of Commercial School since 1916.

ACADEMIC FACULTY

L. W. SHULTZ, A. B., Principal Preparatory School. Graduate of Lancaster High School, 1907. Student in Manchester College, summer session, 1907-1910. Principal of Lancaster High School, 1910-1911. Student in Manchester College and assistant in Mathematics and German, 1911-1914. Graduate student in Chicago University, summer session, 1914. Superintendent Lancaster township schools, 1914-1916. Principal Preparatory School, Manchester College since 1916.

ELSIE MILLER, A. B., Latin and History.
teaching in public schools. Student in Manchester College, 1914-1918; A. B. degree, 1918.

R. A. ADAMS, Mathematics and Science.
Student in Marion Normal College. Student in Manchester College, 1911-1912. Principal, Lancaster Township High School, 1912-1919.

J. ROY BLOUGH, Bookkeeping and French.

D. R. MURRAY, Manual Training.

MABEL WINGER, Domestic Science.

C. O. MILLER, Science.

SPECIAL TEACHERS

Anna Boyd, A. B.	Critic Teacher
Wilma Bollinger, B. E.	Critic Teacher
Lloyd Blickenstaff	Penmanship
Fred Ulrey	Physical Culture
Clayton Stahly	Taxidermist
Pearl Kingery	Nurse
Kathryn Royer	Hall Teacher
J. W. Norris	Evangelist
T. E. George, Ph. D.	Pastor and Lecturer

ASSISTANT OFFICERS

Arthur Mote	Supt. Men's Home
Catherine Neher	Supt. Ladies' Home
Olive Miller	Assistant Librarian
Clara Harper	Secretary to President
Esther Beahm	Bookkeeper

COMMITTEES OF FACULTY

Rules and Discipline	Winger, Ikenberry, Mote, Neher
Graduation	Winger, Ikenberry, Schwalm, Shultz
Public Programs	Ikenberry, Kintner, Wenger
Religious	Schwalm, Wenger, Wright, Royer
Social Affairs	Wright, Stahly, Elsie Miller, Mote, Delk
Extra Studies and Grades	Kintner, Schwalm, Shultz
Library	Reber, Olive Miller, Workman
Literary Societies	Reber, Peters, Shultz, Elsie Miller, Neff
Oratory and Debating	Shutz, Stutsman, Dotterer
Athletics	Eikenberry, Stutsman, Adams, Ulrey

Manchester College

HISTORY

Manchester College had its beginning in 1889, when the first building, Bumgardner Hall, was erected. For six years the school was directed by representatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the present campus of ten acres and the one building were purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was cancelled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1906. The transfer of the property to the Church was made in such a way that the institution can never be encumbered with debt.

In 1904, Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

From 1902 to 1910 the institution was controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees. In 1916 the state districts of Michigan and Northeastern Ohio joined in the ownership of the college.

Within recent years other buildings have been added. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the summer of 1915 the graduates of the class of 1914 erected and presented to the college a Greenhouse. The same fall the Science Hall was completed. The Ladies' Home was rebuilt and enlarged in 1916. The Mission Chapel was built in 1918. In 1919 the College Hospital was presented to the institution. Other valuable improvements are now being planned.

Since 1911 the enrollment has increased rapidly, especially in the college department. A successful campaign has been carried on for funds to standardize the college. With a good endowment, a larger faculty, better equipment, a large constituency, Manchester College is entering upon a new era of success and prosperity.

LOCATION

The College is located at North Manchester, Wabash county, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and is free from saloons.

North Manchester is easily reached, being situated on the Big Four railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Panhandle, a direct route between Toledo and St. Louis, passes through North Manchester and the Erie is only three miles south of the town. Rapid auto transit lines connect North Manchester with the following railroads: The Nickle Plate at South Whitley, the Pennsylvania at Warsaw, the Erie at Huntington and the Wabash at Wabash. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE

It is the purpose of this institution to provide a liberal education at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the State or the Church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethren, under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend: (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of that church in which their membership is held, by giving due notice of such desire.

In North Manchester there are six churches, viz.: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the churches for the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

GROUNDS AND BUILDINGS

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine ten-acre campus on which the following buildings are located:

College Hall (erected in 1889). The first floor of this building is occupied by the Department of Education; one large recitation room and three training school rooms. Here the practice teaching is done. The second and third floors are occupied by the Conservatory of Music and the three Literary Society Halls. Here are a number of private music rooms and one large recitation room for Chorus.

Chapel Building (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor. The entire basement has recently been fitted up for manual training.

Ladies' Home (1898 and 1916). The original building which had given good service for eighteen years was rebuilt and enlarged in 1916. In its new form the Ladies' Home is a magnificent building. The basement contains a large dining-room, kitchens, store-rooms and laundry. There are living rooms for about one hundred young women, besides a large parlor, a large sleeping-porch, the matron's apartments and guest-rooms. There are large bath rooms on each floor. The building is furnished with electric light and steam heat. The rooms have a beautiful outlook upon the campus.

Young Men's Hall 1906). This building will accommodate 100 students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well-lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125 horse-power boilers and other modern equipment make it possible to furnish ample heat to any part of any building on the grounds.

Science Hall and Greenhouse (1915). These two buildings give ample facilities for work of the science department. The laboratories are described in a following paragraph. The Science Hall also contains the laboratories of the department of Home Economics, and the Art Hall. The Greenhouse enables the students to carry on practical work in botany and horticulture throughout the year.

Gymnasium (1911 and 1917). This building is a gift to the institution by students and friends who realized the necessity of a place where proper physical culture may be taken. The original building, 44x64, was built in 1911. In 1917 an addition was made, greatly increasing the size and usefulness. The following will provide for many needed activities: A main gymnasium floor, galleries, and auditorium with seating capacity of nine hundred, a large physical culture room, swimming pools, shower baths and dressing rooms. It is fitted up with parallel and horizontal bars, swinging ropes, basket ball apparatus, dumbbells and Indian clubs.

Mission Chapel (1918). This building has been erected in the west part of North Manchester, through the efforts of the volunteer mission band. It will provide for an auditorium, Sunday School rooms, reading room and such other rooms as are necessary to carry on practical mission work in town.

Hospital (1919). Through the generosity of a brother and sister, a large twelve room house, one block from the campus, has been added to the college property. It is to be equipped and used for hospital purposes for the college students and for as many others as can be accommodated. This will give good facilities to care for the students when they are sick.

LABORATORIES

Laboratory space has been very greatly increased by the completion of the New Science Hall. There are now separate laboratories for Physics, Biology, Agriculture, and Chemistry. A gas plant has been installed and is now in use. Much new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicate adjusted D'Arsonval galvanometer, fitted with telescope and scale; a sextant, a Lang spectrometer including an A grade Wallace grating; a steam hot plate for evaporating and digesting solutions: and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

The Physics Laboratory is provided with apparatus for experiments in Mechanics, Sound, Heat, Magnetism, Electricity, and Light. There is also a good supply of apparatus for illustrative purposes.

The Biological Laboratory is supplied with tables for individual investigation, compound microscopes, a microtome, and other necessary chemicals and glassware. Each student is supplied with a locker for specimens, notebooks, etc.

Two laboratories on the first floor are devoted to chemistry—one for beginning work and Qualitative Analysis, the other for advanced work. Both are well lighted and ventilated and are provided with hoods, water supply, sinks, reagent bottles, etc. Two store-rooms in connection with the laboratories are well stocked with the necessary chemicals and glassware.

MUSEUM

The museum has been moved to the fourth floor of the Science Hall. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaeological specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY

The library is large and commodious. The room and shelf capacity has been greatly increased in recent years, and good selections of books added, representing the different departments of the institution.

The reading room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours, the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT

It is a well known fact that private and denominational colleges cannot maintain efficiency and progress without endowment. All institutions are increasing their endowment as rapidly as possible. Manchester College has made a good beginning. The endowment funds now exceed $200,000. But the possibilities and needs of the institution demand that a larger income be provided. Those who have given to this fund have much gratification in having a part in the good work that the institution is doing. No better use could be made of material means than to place it at the disposal of the trustees of the college.

Special Endowment funds are being built up for special purposes.

Elder and Sister Frank Fisher began the Ministerial Endowment fund with a contribution of one thousand dollars. The income from this fund is to help prepare ministers and missionaries. This work should appeal to many who desire to use their money for a good cause.

The Lafayette Steele Sunday School Endowment fund is being built up by the Sunday Schools of Indiana, Ohio and Michigan. The income from this fund is to support the chair of religious education in Manchester College.

The General Endowment fund is being built up in various ways.

1. By free-will cash donations. These are the most helpful of all, for it creates a fund, the entire income of which can be used for the immediate benefit of the institution.

2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of a donation.

3. By an annuity bond. By this form the donor pays over

to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

> I give and bequeath to Manchester College, North Manchester, Indiana, the sum of......................dollars for the use of said Institution as Trustees may direct.
>
> Signed...............................

LITERARY SOCIETIES

The Literary Societies are under the control of the Executive Board and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty appointed by the executive board exercises a careful supervision of their work.

All students, except the college seniors, are required to become members of one of these societies, or of the Bible Society, unless excused by the faculty committee on Literary Societies. Students are expected to maintain a good standing in the society to which they belong by regular attendance and by faithfully performing the duties assigned to them.

Lincoln and Adelphian—These two societies afford students below the College Department a fine opportunity for literary culture and practice in conducting deliberative bodies. The exercises consist of reading, music, essays, orations and debates. The importance of this training cannot be overestimated. All academic students regularly enrolled are required to take work in one of these societies unless excused by the faculty committee.

The two societies have well arranged rooms on the third floor of the College Hall, where the meetings are held each Saturday evening in the school year. The halls are neatly fitted up and each contains a library and a piano.

Students of college standing who have more than 45 hours credit cannot hold active membership in either of these societies.

Majestica Society—This society was organized in the fall of 1912 for the benefit of college students. Private programs are held weekly and occasionally a public program is given. The aim is to make the work of a grade that will be of most benefit to those of advanced standing. Those who are regular in attendance and faithful in the performance of duty will be allowed one-half hour credit on the college course for each term they are active members.

OTHER ORGANIZATIONS

Civic and Oratorical League—This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of inter-collegiate contests. It arranges for the college to be represented at local and state contests.

Commercial Club—This club was organized in 1910 for the Commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

RELIGIOUS ORGANIZATIONS

Bible Society — This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Monday evening in the Bible room. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. A.—The Young Men's Christian Association meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. A.—The Young Women's Christian Association meets each Tuesday evening in the reception rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given.

The Volunteer Band—This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Many public programs are given in the local churches for the purpose of arousing missionary sentiment. This organization conducts the community work in connection with the Mission Chapel.

COLLEGE PUBLICATIONS

The College now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE

Each year a lecture course is given at the college under the direction of the Civic and Oratorical Leagues. It brings to the students the opportunity of hearing some of the foremost men of the day, as well as some of the best entertainments.

GOVERNMENT

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students when enrolled, pledge themselves to obey the regulation of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

Departments and Courses

I. LIBERAL ARTS COLLEGE.

Degrees A. B., B. S., and A. M.

II. NORMAL SCHOOL.

1. Class "A" Course.
2. Class "B" Course.
3. Class "C" Course.
4. Normal English Course.
5. Two Years' Course, Elementary Certificate.
6. Four Years' Course, High School Certificate.
7. Special Two Year Course.
8. Ohio Professional Courses.

III. BIBLE SCHOOL.

1. Two Year Sunday School Teachers Course. Diploma
2. Two Year Pastor's Course. Diploma.
3. Three Year Seminary Course. B. S. L. Degree.
4. Arts Seminary Course.

IV. AGRICULTURE.

V. HOUSEHOLD ECONOMICS.

VI. ACADEMY.

VII. MUSIC.

VIII. BUSINESS.

IX. MANUAL TRAINING.

X. EXPRESSION.

XI. ART.

XII. PHYSICAL CULTURE.

XIII. SUMMER SCHOOL.

XIV. EXTENSION DEPARTMENT.

Liberal Arts College

REQUIREMENTS FOR ADMISSION

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English, three years (units); Mathematics, two years; Foreign Language, two years; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subjects in which they are deficient. If they pursue the college course these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Bachelor of Science. The degree B. S. may be conferred upon students who have completed four years of college work, and who have taken not only their major in some one science but whose credits in the different sciences must total seventy-five hours.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following condition: 1. The student must have spent at least one year of resident work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject, and it must show that the student has done careful thinking and research work.

REQUIREMENTS FOR GRADUATION

1. For graduation from the College Course, 192 "hours" credit are required. Of these, one-half are prescribed.

2. The College year is divided into three terms of twelve weeks each. Fifteen to seventeen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.

3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES

Languages, twenty-four hours; History, twelve hours; English Literature and Composition, fifteen hours; Mathematics, ten hours; Science, twelve hours; Bible, twelve hours; Education, eight hours; Thesis, three hours.

MAJOR WORK

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES

Besides the prescribed studies and the major work students must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the Dean of the College and teachers of the department will advise the students as to best order. The Freshman student should take the following courses: English 1, some Language study, and mathematics or science.

Students will be required to observe proper sequence of courses, and to concentrate their work on a few subjects, rather than scatter their efforts on many.

No student will be allowed to enroll for more than eighteen hours' work without consent of the faculty and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES

Students of junior and senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only. Courses designed for "Advanced Students and Graduates" will not ordinarily be open to Freshmen and Sophomores.

THESIS

During the senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular work. More credit may be given if the character and amount of the work merit it.

DESCRIPTION OF COURSES

PHILOSOPHY

PROFESSOR WINGER

1. **Ethics**—It is the aim of this course to acquaint the student with sound moral principles, and to apply these principles in the solution to questions of individual and social conduct: (a) Fall term, 2 hours. A general view of the moral nature of man. (b) Winter term, 2 hours. Questions of individual and social ethics. (c) Spring term, 2 hours. A special study of the teachings of Jesus on ethical and social questions, and the application of these teachings to present day problems of conduct.

FOR ADVANCED STUDENTS

2. **Philosophy**—The aim of this course is to acquaint the advanced student with some of the prominent and interesting

problems of Philosophy. The year's work is divided into three parts: (a) Fall term, 4 hours. The History of Philosophy. (b) Winter term, 4 hours. Problems of Metaphysics. (c) Spring term, 4 hours. Philosophy of Theism.

3. **Religion**—The aim of this course is to give students a comprehensive view of religion and its influence upon the world, together with the view that Christianity is the true and final religion. The work of the year is divided into three parts: (a) Fall term, 4 hours. History of Religion. (b) Winter term, 4 hours. Problems of Religion. (c) Spring term, 4 hours. Doctrines and Evidences of Christianity.

4. **Sociology**—The aim of this year's work is to give the student a knowledge of society, its problems and some methods of solution of these great questions. (a) Fall term, 4 hours. Descriptive Sociology. (b) Winter term, 4 hours. Social Pathology. (c) Spring term, 4 hours. Social Psychology.

5. **Research Work**—The aim of this course is to give to advanced students in Philosophy, Religion and Sociology aid in the investigation of special problems. Special problems will be assigned together with references for study and research. Conferences, lectures, reports and reading. Credit will depend on the amount of work successfully completed.

HISTORY AND POLITICAL SCIENCE

PROFESSOR SCHWALM

GENERAL COURSES

1. **Bible History**—A historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course 1, in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **American History**—A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and constitutional developments. Recitations, maps and assigned readings. Five hours, two terms.

3. **Greek History to Roman Conquest**—A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, art, literature, philosophy and religion. Daily, one term.

4. **Roman History to the Fall of the Empire**—While the political and military history is covered, special emphasis is placed

upon the constitutional development, social and economical problems. Roman law, the later empire and the cause of the downfall. Daily, one term.

5. **Mediaeval History**—A survey of the changing events of the Mediaeval era. The conversion of the barbarian tribes, the feudal age and its problems, the development of modern nations, Mohammedanism, the crusades, Europe and the Papacy and the Renaissance. Daily one term.

FOR ADVANCED STUDENTS AND GRADUATES

6. **Church History**—This course will give the student an outline view of the History of the Christian Church from the Apostolic Age to the present time. Special emphasis is put on (1) The Early Church before 600 A. D. (2) The Reformation and (3) Modern Denominational Developments. This course should be preceded by as many of courses (3), (4), (5), and (8) as possible. Four hours, three terms.

7. **History of England**—A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, report on assigned readings, maps. Four hours, two terms.

8. **Modern Europe**—This course begins with Europe in 1500 A. D. and continues to the present time. Social and Political developments are studied. Fall term. The Commercial Revolution, Renaissance and Reformation; Winter term. The Enlightened Despots, Ascendency of France, The French Revolution and Napoleon; Spring term. Europe since 1815, with Emphasis on the growth of Nationality and Democracy. The Industrial Revolution and Socialistic Legislation. Advised for those doing only required work in History. Four hours, three terms.

9. **Research**—Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's ability to do careful work, as well as to gain a greater insight into the real conditions of certain periods. The amount of credit given will depend upon the amount and character of the work done.

10. **Teaching of History**—A course for advanced students who expect to teach history in the High Schools. Planning of lessons and the teaching of those lessons to High School students under the direction of the professor in charge at hours to be arranged.

COURSES IN POLITICAL SCIENCE

1. **American Government**—In this course there will be made

a thorough study of the American Government, as to its historical foundations, the theory and workings of the federal and state governments. A course of college civics. Five hours, one term.

2. **Comparative Governments**—This is a study of the governments of Europe. The governments of Great Britain, France, Germany, Italy and Austria-Hungary are studied and their workings carefully noted. Especially helpful to history students. Course 1 should precede this. Five hours, one term.

3. **Political Science**—A study will be made of the nature, origin, form and functions of the state, the boundry between states, interference and individual liberty, socialism and party government. A course full of interesting problems of current interest. Courses 1 and 2 should precede this. Five hours, one term.

4. **Economics**—A study of the principles of economics is followed by the discussion of a number of economic problems, such as money and banking, wages, interest, rent, transportation, agricultural problems and public finance. Five hours, one term.

DEPARTMENT OF ENGLISH

PROFESSOR SHUTZ
PROFESSOR STUTSMAN

All students who graduate from the college will be required to complete courses 1a, 1b and 1c, or their equivalent. Regular college students should take these courses in the Freshman year. Some of the other courses alternate, determined by the demands and needs of the students. At least forty-five hours of these courses will be given each year.

1a. Literary Construction.

1. Based on Experience. Aim to secure liberty in arrangement and expression.
2. Based on discourse processes. Aim to gain power in four fundamental literary styles.
3. Based on general principles. Aim to gain the highest achievement in discourse construction.
4. Boynton's text will be used, or a more advanced book.

1b. Literary Established Styles.

1. Short Story Fiction.
2. Poetic Masterpieces.
3. The Essay.
4. Other forms in current articles.
5. Written discourses based on Literature.
6. Fletcher's "Principles of Composition and Literature" will be used.

1c. Literary Development.

1. Periods of Literature.
2. Biography of authors according to literary movements.
3. Literary Constructions.
    a. Biographs.
    b. Criticisms.
    c. Mixed and extended productions.
4. Text: Painter's "History of English Literature."

2. Shakespeare and Dramatic Literature—A study of the construction of the dráma, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. Prose Fiction—The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. Chief American Poets—Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, one term.

5. Public Speaking—This course aims to present in a practical way the essentials in all departments of speaking. It offers a logical way to extemporaneous speaking. It makes a study of the oral rhetorical style; matters of speech and the delivery of the same. Two hours, three terms.

6. Beginning Expression—This course offers fundamental principles for oral reading, vocal expression, phonetics and some story telling. Three hours, three terms.

7. Literary Interpretation—This work is a continuation in expressional phrasing, based upon Browning, Shakespeare, Kipling, Tennyson, Masters, Lanier, etc., beside platform reading, vocal expression and dramatic study.

8. Debating—A special study of the principles of argumentation. Students will prepare briefs, take leading parts in debates and practice extemporaneous speaking. Two hours, three terms.

FOR ADVANCED STUDENTS AND GRADUATES

9. Early English Poetry—A study of the work of Chaucer, Spenser and Milton. Four hours, Fall term.

10. Eighteenth Century Literature—Selections from Addison, Pope, Johnson, Goldsmith and others. Four hours, Winter term.

11. Romantic Literature—A study of the Romantic movement and some of the chief poets of that age: Wordsworth, Coleridge, Shelley, Keats and others. Four hours, Spring term.

12. **Nineteenth Century Poetry**—A critical and interpretative study of masterpieces from Tennyson, Arnold and others. Four hours, Fall term.

13. **Nineteenth Century Prose**—The reading and careful study of selections from the works of such great prose writers as Macaulay, Carlyle, Newman, Emerson and others. Lectures and reports. Four hours. Winter term.

14. **Browning**—A critical and appreciative study of the poetry and philosophy of Robert Browning. Four hours, Spring term.

15. **Advanced Composition**—A course for students who are prepared for advanced work in English composition. Special attention will be given to the subject matter of them and the logical arrangement. Four hours, one term.

16. **Literary Criticism**—A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Four hours, one term.

17. **Poetics**—Study of poetic forms. Four hours, one term.

18. **Teaching High School English**—This course is interesting for seniors who are preparing to teach English Literature and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study and special problems involved in the teaching of the subject will be given careful attention. Three hours, one term.

MATHEMATICS

PROFESSOR DOTTERER

1. **College Algebra**—This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binominal theorem, partial fractions, permutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

2. **Trigonometry**—The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are thoroughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

3. **Analytic Geometry**—This work deals principally with Plane Analytic Geometry. A detailed study of all the conic sections is made. Equations are studied in both the Cartesian and Polar systems of co-ordinates. Loci of the first, second and

higher orders are considered. Part of the second term will be devoted to Solid Analytic Geometry. The second term of this course may be taken simultaneously with course 4. Daily, two terms.

4. **Differential Calculus**—This course includes the differentiation of algebraic and transcendental functions, the development of continuous functions, evolutions of illusory forms, determination of maxima and minima, and application to the theory of curves. One-half year daily.

5. **Integral Calculus**—The work embraces forms, the elementary transformation, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical application. One-half year, daily.

6. **Advanced Calculus**—A study of infinite series, the general theorems of Taylor, Maclaurin and Euler with geometrical applications general methods of integration, definite integrals of curves, surface and volumes, with numerous applications to physical and mechanical problems. Two terms, daily.

7. **Differential Equations**—This course embraces the study of the theory of ordinary and partial differential equations, simultaneous equations, and ordinary and partial differential equations of higher orders. One term, daily.

8. **Advanced Algebra**—A course including complex numbers, determinants and elementary theory of equations. One term.

9. **Theory of Equations**—Open only to students who have completed courses 4 and 5. One term.

10. **History of Mathematics**—A course of reading designed to give the student some knowledge of the history and development of mathematics. One hour a week for one term.

11. **Teaching of Mathematics**—A course dealing with the nature of arithmetic, algebra and geometry. Special attention to present methods of teaching high school mathematics. Two hours, one term.

EDUCATION

PROFESSOR PETERS
MISS BOYD
MISS BOLLINGER

1. **Educational Psychology**—An introduction to the study of Psychology. The fundamental processes of the mind will be studied with special reference to their importance in education. Five hours, one term.

2. **Advanced Psychology**—A study of one or more standard treatises of the subject, dealing with the more difficult phases of the mental processes and development. Five hours, one term.

3. **Child Psychology**—A course dealing especially with the psychology of childhood. A standard text will be used, but much time will be given to current literature in the subject. Four hours, one term.

4. **Principles of Education**—A study of the processes and methods of education as they are determined by the nature and needs of the child. This course will present the general principles which determine the type of schools, choice of curricula, etc. Four hours, one term.

5. **School Systems and Management**—A study of the method of organization and management of schools. A comparative study of school systems will be made. Special emphasis upon rural and village schools. Special study will be made of the school laws of Indiana and Ohio. Four hours. One term.

6. **History of Education**—This course traces the intellectual development of the human race from Oriental nations, through Greece, Rome and Mediaeval times to the present. Four hours, one term.

7. **Primary Methods**—A special study of the methods and devices as applied to primary school work. Two hours, one term.

8. **Class Room Management**—A special study for common school teachers of principles, plans and methods of directing the work of the class. Two hours, one term.

9. **Educational Measurements**—This is a new science that is attracting much attention. Some practical problems will be undertaken in connection with the study of this work. Two hours, one term.

10. **High School Methods**—Different college departments are offering courses dealing with the teaching of High School subjects.

11. **Common School Methods**—A study of the general methods of the teaching process will be followed by special methods in different subjects. Five hours, two terms.

12. **Observation and Practice Teaching**—Both in the Training School and in the College High School there are excellent facilities for elementary and High School teachers to observe and to do practice teaching. This will be done under the direction and criticism of the head of the department, the principal of the High School, and the critic teacher. Five hours, two terms.

ANCIENT LANGUAGES

PROFESSOR REBER

GREEK

1. **Elements of Greek**—The elements of Greek as found in the beginners text. Grammar and composition with much drill on forms. A beginning of easy readings. Four hours, three terms.

2. **New Testament Greek**—Reading and Interpretation of different books and gaining a familiarity with the Greek of the New Testament. Special attention to moods and tenses in the spring term. Four hours, three terms.

3. **New Testament Study in Greek**—One or more books of the New Testament will be selected for exegetical study on the basis of the Greek text. Open only to those who have completed courses 1 and 2. Two hours, three terms.

4. **Homer's Iliad and Oryssey**—Selected books of each. Given only when a sufficient number of students desire it. Two hours, three terms.

LATIN

1. **Livy**—Selections from Books 1, 21 and 22; **Cicero**—De Senectute or De Amicitia; **Horace**—Odes and podes. Prose Composition half year, based on Livy and Cicero. Three hours, three terms.

2. **Horace**—Ars Poetica, Satires and Epistles. **Cicero**—De Dratore. **Tacitus**—Agricola and Germania. General view of Latin literature. Three hours, three terms.

3. **Juvenal**—Satires; Select letters of **Pliny** and **Cicero; Terence, Phormio.** Three hours, three terms.

MODERN LANGUAGES

PROFESSOR SHUTZ
PROFESSOR REBER

1. **Elementary French**—The rudiments of French Grammar, with composition work and practice in conversation. Four hours, three terms.

2. **Sophomore French**—French classics with advanced composition. Daudet, ''Le Petit Chase.'' Dumas, ''Hight Ans Apres.'' Lebiche, ''Le Voyage De M. Perrichon.'' Maupassant, ''Selections.'' Four hours, three terms.

3. **Advanced French**—Course to be outlined by the professor in charge. Four hours, three terms.

4. **Elementary German**—German Grammar, reading of easy prose with practice in conversation and writing German. Four hours, three terms.

5. **Sophomore German**—Fall term. A study of Lessing and his works. Winter term. Composition. Spring term. Schiller and his works. Four hours, three terms.

CHEMISTRY

PROFESSOR KINTNER

1. **General Chemistry**—A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory work an drecitations. Practice in qualitative analysis. Daily, three terms.

2. **Qualitative Analysis**—A course in the separation and identification of the common compound. Dry and "wet-way" analysis. One recitation and four laboratory periods per week. One term.

3. **Quantitative Analysis**—A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is prerequisite. Four hours, three terms.

4. **Organic Chemistry**—A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Four hours, three terms.

5. **Inorganic Preparations**—A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3, a prerequisite. Daily, one term.

6. **Physical Chemistry**—A general course in Physical and Theoretical. Course 3, a prerequisite, except by special arrangements. Daily, three terms.

BIOLOGY

PROFESSOR KINTNER

1. **Botany**—A study of typical specimens o fthe plant kingdom from lower to higher forms, including some of the general principles of physiology, ecology and pathology. Four hours, three terms.

2. **Zoology**—The year's work is divided into two parts. (1) Invertebrate Zoology. Eighteen weeks. A study of the lower forms of animal life. (b) Vertebrate Zoology. Eighteen weeks. A comparative study of vertebrate animals. Four hours per week.

3. **Cellular Biology**—Maturation and fertilization cell division, etc. Laboratory methods of fixing, staining and embedding. Open to students who have completed course 1. One term.

4. **Embryology**—Study of the early stages of some typical vertebrates, including formation of germ layers, early stages of body organs. Embryological theories will be studied and attention given to methods of preparing embryos and slides. Open to those who have completed course 2. One term.

5. **Heredity**—Physical basis and laws of variation and heredity. Some of the facts and theories developed by recent research. Eugenic measures, etc. One term. Open to those who have completed course 2.

6. **Vegetable Histology**—A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

7. **Dendrology**—Trees and shrubs. Practice in identification in both winter and summer condition. A dendriological herbarium is required. One term.

OTHER SCIENCES

PROFESSOR IKENBERRY
PROFESSOR DOTTERER

The institution as yet is not equipped to give extended courses in other sciences than Chemistry and Biology. The following courses are designed for the general culture of the student and for supplementary work for those majoring in Chemistry and Biology.

1. **General Physics**—A practical and theoretical course in Mechanics, Sound, Heat, Light, Electricity, and Magnetism. Two days each week are devoted to problems and laboratory work, and three periods a week are given to the theoretical development of the subject. Four hours, three terms.

2. **Advanced Physics**—For students who expect to specialize in engineering courses consisting mainly of laboratory work in Mechanics and Electricity will be offered. One recitation and two or three hour periods per week throughout the year. College Physics and Mathematical 1, 2, 3 are prerequisites and Mathematics 4 and 5 should at least accompany this course.

3. **Geology**—Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

4. **Astronomy**—A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

5. **Physiology**—A course in general physiology, consisting of classroom recitation supplemented by laboratory exercises

and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily, one term.

6. **Surveying**—By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

7. **Mathematical Astronomy**—A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determinatants of longitude, the recurrence of eclipses, and perturbations. One term, daily.

PREMEDICAL COURSE

Many young people are interested in a medical education. Such a course always includes a certain amount of regular college subjects. Manchester College has made definite arrangements with Ohio State University, by which the following course will be given full credit in the School of Medicine. A student who completes this course may continue his course in the university. After two years' work there Manchester College will grant him his B. S. degree. Another two years' work will enable him to complete the course required for Doctor of Medicine.

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. (5)	Qual. Anal. (5)
Physics (4)	Physics (4)	Physics (4)
English (2)	English (2)	English (2)
Mod. Lang. (5)	Mod. Lang. (5)	Mod. Lang. (5)

SECOND YEAR

Qual. Anal. (5)	Inv. Zool. (2)	Vert. Zool. (4)
Inv. Zool. (4)	Vert. Zool. (?)	Elective (5)
Psychology (5)	Embryology (5)	Elective (2)
Elective (2)	Elective (2)	
Organ. Chem. (5)	Org. Chem. (5)	

The English will be Composition, unless student should be excused by virtue of ability in subject. In that case the student can take a course in Literature.

The five hour elective may be mathematics, history, sociology, etc.

The two hour elective should be Physical Culture or Hygiene.

Normal School

FACULTY

Otho Winger, A. M., L. L. D., Pres.	Philosophy and Sociology
L. D. Ikenberry, A. M., L. L. D., Vice President	Science
V. F. Schwalm, A. M., Dean	History and Political Science
W. W. Peters, A. M.	Head of Educational Department
Edward Kintner, A. M.	Chemistry and Biology
D. C. Reber, A. M., Pd. D.	Latin and Greek
A. R. Eikenberry, A. M.	Agriculture
J. E. Dotterer, A. M.	Mathematics and Physics
J. R. Shutz, A. M.	English and French
Sadie I. Stutsman, A. B., B. E.	English and Reading
Marguerite Delk, A. B.	Domestic Science
Cora M. Stahly, B. Mus.	Music
Anna Boyd, A. B.	Critic Teacher
Wilma Bollinger, B. E.	Critic Teacher

GENERAL STATEMENT

The purpose of the Normal School is to give a thorough training to teachers for the elementary grades and the high school. The work of this department for the past ten years has been such as to gain a wide recognition in Indiana, Ohio and other states.

The Normal School was accredited for classes "A" and "B" in 1907; and for class "C" in 1909. For years the summer school has been accredited by the Ohio State Superintendent, while practically full recognition has been given by Ohio to all the work done. Excellent recognition has been gained in other states. Hundreds of successful teachers in the grades, in the high schools and in college have received their training in this school.

With the passing of the new state laws in Indiana, Manchester College Normal School was at once recognized as an accredited school to give the two and four year courses, which lead to the provisional certificates and to a life license.

COURSES OF STUDY

COURSE FOR "CLASS A"

(Twelve Weeks)

(a) One period a day in any one of the following subjects:

Methods I, Observation, Educational Psychology I, History of Education I, Child Study.

(b) One period a day must be given to the study from the teacher's standpoint of some one of the common school subjects.

(c) One period a day must be given to the study from the teacher's point of view of one of the advanced subjects.

(d) The fourth subject may be elected from (b) or (c), or it may be a vocational subject such as Agriculture, Manual Training or Domestic Science.

COURSE FOR "CLASS B"

(Twenty-four Weeks)

(a) Same regulation and subjects as in Class A, with no duplication of work.

(b) Same regulations as in class A, with no duplication of work done in that class.

(c) Same as in class A.

(d) Sameas in class A.

"CLASS C"

The requirement that a teacher of the third class "shall be a graduate of a school maintaining a professional course for the training of teachers, or its equivalent," shall be construed to mean that such teacher shall have completed a course of not less than three years above that required for graduation from a commissioned high school, at least one-fourth of which shall be of a strictly professional or pedagogical character, and in which the remaining subjects shall be studied and taught of a standard college or university which maintains a professional college or university less than three years, accredited by the State Teachers' Training Board, at least one-fourth of whose work shall have been in such department, may, upon complying with the other requirements of the law, be admitted to "Class C."

CLASS AND LICENSES IN INDIANA

1. A teacher who has completed Class A work is eligible for a twelve months' license. No higher grade license may be issued to a teacher of this class. The teacher may remain in his class indefinitely. He can not pass out of it until he takes Class B work, has at least one year of experience, and makes a grade for a twenty-four months' license.

2. A teacher who has completed Class B work and has had one year's experience is eligible for a twenty-four months'

license, and no higher grade license may be issued to a teacher of this class. A teacher can not pass out of Class B until he complete Class C professional work, has at least three years' experience, and makes a grade for a thirty-six months' license.

3. A teacher who has completed Class C work and who has had three years' experience is eligible to a thirty-six months' license.

NORMAL ENGLISH COURSE

1. This course is designed to encourage high school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this sould be the minimum preparation for so important work.

2. The completion of a high school course or its equivalent is a prerequisite for taking this course.

3. Those preparing to teach in Indiana will take each term one professional subject, one advanced subject, and one of the common school subjects taught from the teacher's point of view. The fourth subject may be either a common school, or an advanced subject. Additional work may be from some of the following: Vocal music, penmanship, drawing, manual training or domestic science. These students will be granted the "A" and "B" certificates.

4. The professional subjects are those outlined in the Department of Education in the College. The higher branches are the elective subjects in the course of Class "C." The common branches are as follows: Arithmetic, grammar and composition, United States History and Civics, physiology and hygiene, oral reading and literature, geography, agriculture, manual training, domestic science and nature study.

5. Those preparing to teach in Ohio must take one-half of their work in professional subjects as follows: Practice teaching and observation of teaching of teaching; psychology; primary methods, special methods and general methods; history of education or principles of education; school organization, course of study and school law. The other half of the work is to be taken from common school subjects taught form the teachers' point of view.

6. Those who complete this course satisfactorily will be awarded a diploma, and the B. E. degree.

TWO YEARS ELEMENTARY TEACHER'S COURSE

This Two Years' Elementary Course is for teachers who desire to prepare for the work of the grades. Those who complete this course, will receive from the state a provisional elementary certificate valid for four years. At the end of four years and upon the completion of two years successful teaching experience in the public schools, there will be issued by the state a life certificate to teach in the elementary schools of the state.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equivalent, is required for entrance to this course. A minimum of ninety hours of prepared work and of twenty-five hours of unprepared work is required for graduation. Unprepared work means such subjects as penmanship, physical culture, drawing, chorus, etc. A "Term Hour" consists of one recitation a week for twelve weeks.

PROFESSIONAL WORK

The following gives the minimum of hours required in professional subjects in Indiana.

Educational Psychology	5 hours
Class Room Management	2 hours
Principles of Education	4 hours
Public School System	2 hours
Special methods, including English, Arithmetic and Observation	10 hours
Practice Teaching and Observation	10 hours

For Ohio students 5 hours of General Methods may be substituted for five hours of special methods. Five hours history of education will be required. Enough other professional subjects must be taken to make a total of forty-five hours.

LITERARY SUBJECTS

The remainder of the ninety hours of required work should be taken from college and normal courses, such as English, History, Sociology, Biology, Mathematics, Agriculture, Domestic Science, Manual Training, Art and Music.

FOUR YEARS HIGH SCHOOL TEACHER'S COURSE

This Four Years' Course is for teachers who desire to teach in high school. Those who complete this course will receive from the state a provisional high school certificate, valid for four years, to teach in those subjects in which he has earned two full years' credit. At the end of four years and upon the completion of two years' successful teaching experience in the high school, there will be issued by the state a life certificate to teach in the high school of the state.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equivalent is required for entrance to this course. A minimum of 144 weeks of regular study, with a minimum of fifteen hours of recitation per week is required for graduation. The student must complete all courses satisfactorily.

PROFESSIONAL SUBJECTS

Forty-five hours will be required in professional subjects: Psychology, Principles of Education, History of Education, School Administration, Methods, Psychology of High School subjects, Observation and Practice teaching. Nine hours may be taken in Philosophy, Sociology and Ethics.

LITERARY SUBJECTS

The literary part of the student's program should not be too much scattered, but concentrated in a few lines of work. The student should have two years of college work in the subject he will teache in high school.

SPECIAL COURSES

have been provided for those who expect to teach and supervise such subjects as music, art, domestic science, etc. These will be outlined under the respective departments.

OHIO NORMAL REQUIREMENTS

Manchester College has always taken deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. This institution desires to meet all the requirements of the state so that it may be in position to serve its constituency well.

The attitude of Ohio towards institutions outside the state is shown in section 20 of the regulations for the certification of teachers. It reads as follows: "Institutions outside of Ohio will, for the most part, not be visited and listed by this department as approved schools. But after the school year 1914-1915 the cases of graduates from these schools will be considered and passed on individually, and if the applicant has the amount and sort of credit required and if the institution is accredited for the training of teachers by the state in which it is situated, the certificates may be issued."

The Summer Schools of Manchester College since 1914 have been formally accredited by the Ohio State Board of Education. Work done during the summer has been fully recognized by the Ohio school boards.

Students who take work during the regular school year also receive credit. Those who complete the one year normal work receive the provisional certificate as it is granted in Ohio to those completing the one year course. On other courses work has received full equivalent value.

There are several special courses in which Ohio students are interested. This College aims to provide courses fully equivalent to those demanded in Ohio.

One year of normal work is outlined under the Normal English course. This work will apply on the two-year course.

The two years' course leading to the provisional certificate demands that the course shall include thirty semester hours (forty-five term hours) of professional studies with a certain minimum in each. These professional subjects are found in the Department of Education in the College. The student will find the courses given in these and the common school subjects sufficient to equal this two year's course.

Those who desire to prepare to obtain the high school provisional certificate should major in the Department of Education in the college. Five hours of Observation and Practice teaching will be required and not less than three hours of each of the following subjects: History of Education; Methods of Teaching, General and Special; School Organization, including School Management, Class Room Management and School Laws, and Psychology. The remainder of the forty-five hours required for graduation may be selected from these subjects or from Sociology, Ethics and Philosophy. Note the summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE

The College of Liberal Arts, Manchester College, now offers enough work in Education that students who are working for the A. B. degree can take their major work in that department. At least forty-five hours, or nine terms, in this department are required for major work. Another fifteen hours may be taken in the allied subjects of Sociology and Philosophy. The courses offered are described under the College department and are as follows:

Educational Psychology	Thirty-six weeks
Principles of Education	Twelve weeks
General and Special Methods	Twenty-four weeks
Observation and Practice Teaching	Twenty-four weeks
School Administration	Twelve weeks
History of Education	Twelve weeks
Modern School Systems	Twelve weeks
Special High School Methods.	

Primary Methods	Twelve weeks
Class Room Management	Twelve weeks
Educational Measurements	Twelve weeks

COLLEGE TRAINING SCHOOL

The Training School established on the college grounds has won a reputation for thorough standard, well organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformly expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where practice teaching may be done. In these three schools there will be ample provision for practical work.

DESCRIPTION OF COURSES

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Public School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic—This will both give a review of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to every day practical problems of life.

Grammar—The aim of this course is to present the fundamental principles of English Grammar, not merely as a formal subject, but as a thot subject as well. Methods of teaching the correct use of English in the early grades, and of formal grammar in the later grades, will be emphasized.

Reading—The student will be taught the proper method of expression through getting the thot to be expressed. The best method of teaching beginners will be presented. There will be some study of the best books for children considered.

Geography—This subject will be more than review. It will endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught. The earth as the home of man will be much more interesting when the child sees it as his home. How to present the subject in this way will be made clear.

History and Civics—The fundamental facts of our country's history will be studied. Civic problems will be studied in their proper connection. Present day movements and civic problems will be studied with care. Also the best method whereby the teacher can present the subject in an interesting and helpful manner.

Physiology and Hygiene—These subjects go hand in hand. Physiology too often has been a useless study because the care of the body was not emphasized. This course aims to help the teacher be of help to the child and the home through a proper, skillful presentation of proper facts. Special attention given to problems of sanitation, such as city housing, drainage, water systems, prevention of disease, etc.

Bible School

FACULTY

Otho Winger, D. D., L. L. D.	Philosophy and Theology
V. F. Schwalm, A. M.	Church History
R. C. Wenger, B. D., A. M.	Biblical Literature and Doctrines
C. A. Wright, B. D., A. M.	Religious Education and Homiletics
D. C. Reber, A.M., Pd.D.	New Testament Greek and Exegesis
Cora M. Stahly, B. Mus.	Sacred Music
Sadie I. Stutsman, A. B.	Bible and Hymn Reading
D. W. Boyer	Musical Institutes
J. W. Norris	Evangelist
T. E. George, Ph. D.	Lecturer

GENERAL STATEMENT

There never was, perhaps, a period in the history of the world in which there has been such a general awakening in Bible study as there has been within the present century. The great aim of the Bible department is to furnish abundant opportunity to students for Bible study, to give training and inspiration to ministers, missionaries, Sunday School teachers and Christian workers. The ultimate object is the enrichment of the student's own spiritual experience, and his equipment and inspiration for the most efficient Christian service. Courses are planned with a view to the direct study of the Bible, and not merely to study books about the Bible.

DESCRIPTION OF COURSES

1. **Bible History**—This course makes a survey of the events of sacred history as recorded in the old testament from the creation to the captivity. In the light of its historical data the purpose of each book is determined. The significance of these events in the unfolding plan of salvation is carefully noted. The geography of the Bible lands and the sociological condition of the times will be duly emphasized. Four hours, Fall and Winter terms.

2. **New Testament Times**—This course deals with the history of the Jewish people after the return from captivity and during four hundred years preceding the Christian era. It includes a careful study of the social, political and religious conditions of Palestine during these times. Four hours, Spring term.

3. **Life of Christ**—This course traces the history of the life of Christ as given in the four gospels, with the gospel of Luke as a basis. The geography and chronology of these events will be given sufficient attention to impress them upon the student's memory. Four hours, Fall term.

4. **Teachings of Jesus**—In this course the gospel according to Matthew is taken as a basis of study. A careful exegetical study of the entire book, with special emphasis on the Sermon on the Mount and the Parables. Four hours, Winter term.

5. **The Acts of the Apostolic Age**—This is an advanced study in which not only the historical and geographical facts are studied, but also the fundumental doctrines of the Book of Acts. Special attention will be given to the work of the early church and life and mission of the Apostle Paul. Four hours, Spring term.

6. **Hebrew Poetry**—A study of the poetical books of the old testament, with special emphasis upon the Psalter. There will be a careful exegetical study of different psalms. The general structure and characteristics of Hebrew lyric poetry will be studied. Four hours, Fall term.

7. **Epistle to the Hebrews**—As an introduction to the study of the book there will be a general survey of the ceremonial law and religious institutions of the old testament. The teachings of this book will then be studied in the light of these old testament institutions. Four hours, Winter term.

8. **The Church of the Brethren**—A brief survey of the history of the church will precede a careful study of new testament church ordinances as understood and practiced by the Church of the Brethren. Four hours, Spring term.

9. **Doctrine of Prayer**—A careful study of the doctrine of prayer as taught in the New Testament. Special attention to the teachings of our Lord on this subject, and of the examples of his own prayer life. Its purpose is devotional and aims to reveal the power and blessing of prayer. Four hours, Fall term.

10. **Doctrine of the Holy Spirit**—This is a study of Bible texts and events that set forth the power and work of the Holy Spirit through individuals and the Christian church. Four hours, Winter term.

11. **Christian Nurture and Personal Work** — This course aims (1) to give students help in overcoming their own difficulties and deepening their spiritual life, and (2) to enable them to help others who have difficulties and hindrances in Christian growth. Four hours, Spring term.

12. **Hebrew Prophecy**—This is a general study of the Hebrew prophets. Sufficient parts of the prophetic books will be studied to throw light upon the life, mission and messages of these men of God. Four hours, fall term.

13. **General Epistles**—A study of the Epistles of James, Peter, John and Jude. Four hours, Winter term.

14. **Pauline Epistles**—A careful historical, exegetical and doctrinal study of some of the Pauline epistles. Four hours, Spring term.

15. **New Testament Greek**—This course presupposes a year's work in classical Greek. Careful attention will be given to principles of New Testament Greek syntax, mode and tenses. The Gospel of John and other portions of the New Testament will be read. Four hours, three terms.

16. **Church History**—The aim of this course is to give to the student a connected view of the history of the Christian church from its beginning to the present day. Special attention will be given to the great doctrinal controversies, the Reformation and the rize of modern Protestant denominations. Four hours, three term.

17. **Christian Missions**—This is the day of Missions. This course aims to give instructions in, and create enthusiasm for, the mission work of the church. A careful study will be made of the teachings of the scriptures pertaining to the missionary work and duties of the church. The missionary work of the church in different ages will be outlined, placing special emphasis on the modern missions movement and the missions of the Church of the Brethren. The principles and methods of present-day missionary activities will be given special attention. Four hours, one term.

18. **Homiletics**—The aim is to give students the ability to work out discourses and sermons, using the scripture as their material. The principles of discourse as applied to sermon building will be worked out inductively. Drill in applying these principles to various types of sermons. Two hours, three terms.

19. **Christian Ethics**—It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the teaching of the new testament to practical problems. Two hours, Fall and Winter terms.

20. **Social Teaching of Jesus**—A study of the teaching of Christ with reference to social questions and the application of these principles to the social problems of today. Two hours, Spring term.

21. **Christian Evidences and Doctrines**—This course presup-

poses two terms in Religion as outlined in the department of Philosophy. The student will then have the background to study the principles and practice of the Christian religion in contrast with other religions and to note the claims of Christianity as the true final religion. Four hours, Spring term.

22. **Theism**—This course presupposes two terms in Philosophy. A careful study will be made of the evidences and practical demands for the truth of God's existence and his relation to the world. Four hours, Spring term.

SUNDAY SCHOOL

23. **Child Psychology**—Child psychology is comparatively a modern science. No one can successfully deal with the child, unless it is understood. The Sunday School teacher must understand the workings of the youthful mind to teach children successfully. It is the aim of this course to help the teacher acquire this knowledge. The best authorities on this subject will be read and studied. Four hours, Fall term.

24. **Teacher Training**—It requires training to become an efficient teacher. The aim of this course is to give to young people the minimum amount of training needed to begin the work of teaching in the Sunday School. Books One and Two of ''Training the Sunday School Teacher'' are used as texts. Four hours, Winter term.

25. **Sunday School Administration**—The aim of this course is to give the origin, history, purpose and possibilities of the Sunday School; also up-to-date plans of organization, duties of officers, methods of work, etc. Four hours, Fall term.

26. **Primary Methods**—This course is especially for children of primary and intermediate grades. Special attention will be given to plans for the Beginners and Primary Departments. Instruction will be given in the use of the sand table, plasticine modeling, paper tearing, cutting and mounting, blackboard work, etc. Four hours, Winter term.

27. **The Church and Young People**—It is the aim of this course to study the talents, activities, inclinations and possibilities of young people, with the purpose of discovering avenues of service for them both in the church and in society in general.

COUNTRY CHURCH COURSES

28. **Rural Sociology**—A general survey of problems and literature of rural sociology. It furnishes an excellent back ground for the study of specific problems of the country church. Four hours, Fall term.

29. **Country Church Problems**—A study of the problems and possibilities of the country church, with the aim of discovering and applying the best methods of work. Four hours, Winter term.

30. **Rural Church Survey**—The rural church survey is a necessary preparation for the minister to understand his field and to know how and where to put his efforts. This course will not only study the methods of church surveys, but one or more surveys will be made by each individual student. Four hours, Spring term.

31. **Sacred Music**—The music department offers courses in voice culture, chorus singing and special training for those who will become leaders of song. Drills are given in the rudiments of music in connection with songs, hymns, choruses and anthems.

32. **Bible and Hymn Reading**—A course of study in expression that gives training in reading correctly and impressively sacred hymns and Biblical texts.

PRACTICAL WORK COURSES

Under the direction of this department opportunity is offered for students to engage in different lines of Christian service.

Home Visiting—On Sundays students from the college visit the aged and sick in North Manchester and community. It is excellent practice and preparation for that important Christian duty in local church work.

Community Service—The Mission Chapel furnishes a home and center of many helpful community activities. A Sunday School is conducted, a library and reading room maintained, girls' sewing classes and boys' work course conducted. This gives the students many opportunities of working both with children and older people.

Deputation Work—Members of the Volunter Mission bands go to surrounding churches for missionary programs. This also affords opportunity for younger ministers to gain practice in preaching.

TWO YEARS' COURSE FOR SUNDAY SCHOOL TEACHERS

The Sunday School is receiving more attention today than ever before. The Sunday School is deserving of, and demanding, better helpers. There is no work more worthy of our very best efforts. There are many young people who could do a great work for the church by making a good preparation for service in the Sunday School.

This two years' course should include twenty-four major courses of four hours each, or the equivalent, together with such supplementary and practical work as will develop the power of expression. The following courses from the curriculum must be included in this course: 1, 2, 3, 4, 5, 8, 9, 10, 11, 23, 24, 25, 26, 27. The remainder of the course may be selected from the Bible School curriculum or from the College of Liberal Arts.

To those who successfully complete this course, a diploma will be granted.

TWO YEARS' COURSE FOR PASTORS

One of the greatest needs of the church today is the need of spiritual and efficient pastors for our churches. The Bible School has increased its faculty and enlarged its curriculum to meet the needs of our ministers and of young men who may prepare to fill the many places that are calling for help.

This two years' course should include twenty-four major courses of four hours each or the equivalent, together with such supplementary and practical work as will develop the power of expression. The following courses from the curriculum must be included in the student's course: 1, 2, 3, 4, 5, 8, 9, 10, 11, 25, 27, 28, 29, 30. The remainder of the course may be elected from the Bible school curriculum or from the College of Liberal Arts.

To those who successfully complete this course a diploma will be granted.

ARTS SEMINARY COURSE

This course leads to the regular A. B. degree. It is designed for the students who expect to complete the regular seminary course. By proper selection of courses of study the student may complete a regular seminary course in two years after completing his college work. To do this, the student must complete forty-five hours strictly Bible work from courses 1 to 15. Another forty-five hours should be chosen from courses 16 to 30, or from the departments of Philosophy, Religion, Sociology, Education and Expression in the College of Liberal Arts. The graduates from this course will receive two years of advanced standing in Bethany Bible School. Students who take this course must not expect later to receive full recognition by the state on professional teachers' courses. This course is primarily designed to lead to the seminary course.

SEMINARY COURSE

This course offers three years intensive Bible study for the student who desires to specialize in this department. The completion of a high school course or it sequivalent, is a necessary prerequisite for graduation. Thirty-six major courses of four hours each are required for graduation. Of these, thirty courses must be selected from the Bible School curriculum. The remaining courses may be chosen from the department of Philosophy, Sociology and Education. The B. S. L. degree will be granted to those who successfully complete this course.

SPECIAL BIBLE TERM

The first and second week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able teachers from other schools, as well as men and women of practical experience, are secured. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The College extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

AFFILIATION WITH BETHANY

Arrangements have been made for an exchange of credits with Bethany Bible School on the following basis.

1. Graduates of the Liberal Arts course of Manchester College may complete the seminary course at Bethany Bible School in two years and receive the B. D. degree provided the graduate has credits on his college course for the following:

(a) Forty-five hours from courses in Bible History and Literature, Bible Doctrines, New Testament Greek and Homiletics.

(b) Forty-five hours from courses in Church History, Religious Education, Philosophy, Religion, Sociology, Phychology and Expression.

2. Graduates of the Seminary course of Bethany Bible School may enter Manchester College and complete the Liberal Arts course, and receive the A. B. degree in two years. But such

students must complete all of the required subjects for graduation from college.

3. Regularly enrolled students from either institution who may enter the other, will receive credit to an amount not to exceed forty-five hours from either group 1a or 1b above.

4. Regularly enrolled students after two years' work in either institutions, who may enter the other, and do four years additional work, will receive both the A. B. and B. D. degrees, provided they meet the requirement of prescribed subjects in each institution.

Agriculture

PROFESSOR EIKENBERRY

The constituency of Manchester College live largely on the farm. From them the institution receives not only financial support, but also the boys and girls. It is but right that the institution be prepared to give to these boys and girls such training that they may be fitted to return to the farm, better prepared for the activities of this important work. For this purpose the work of the agriculture department has been enlarged. Courses of a practical nature have been planned not only for young men but for young women as well. The age in which we are living demands that much attention be paid to this work.

AGRONOMY

1. **Soil Physics and Management**—Formation of soil materials; texture; structure; capillarity; surface tension; temperatures; aeration; porosity; drainage; relation of soil to crops; rotation; continuous croping; fertilizers and soil building.

2. **Agricultural Chemistry**—The fall and winter terms will be devoted to the regular course in College Chemistry to secure the necessary foundation in the theory of chemistry. In the spring term attention will be given to those phases of chemistry that particularly apply to agricultural conditions.

3. **Farm Crops**—Cereals and forage crops; adaptation; distribution; characcteristics improvement; seed selection; preparation of seed-bed; cultivation; judging of grain, especially corn ; grading of grain; harvesting; marketing; weeds; identification, methods of distribution, collection of seeds and eradication; diseases of crops, control and prevention.

Recitation, laboratory and field observation. One term, four hours.

4. **Farm Mechanics** — Physics of farm machinery; ropes, splicing and tying; soldering; belt lacing; pipe cutting; plumbing; sewage disposal; water, lighting and heating systems; power transmission; farm power plant.

Recitation and laboratory work. One term, three hours.

ANIMAL HUSBANDRY

1. **Dairy Cattle**—Detailed study of the dairy type; dairy breeds; management and care; breeding; selection and culling;

dairy products practice in use of "Babcock" test; use of lactometer in determining adulteration of milk.

Recitation, laboratory and observation trips. One term, three hours.

2. **Poultry**—Types; breeds; varieties; breeding; housing and equipment; feeding; incubators; hatching; brooding; marketing and dressing; disease and their treatment.

Recitation and observation trips. One term, three hours.

3. **Principles of Breeding**—Genetics; origin of common plants and animals; laws of heredity, selection and variation; systematic breeding of stock on the farm.

One term, three hours.

4. **Principles of Feeding**—Classification, composition and fuel value of feeding stuffs; calculation of balanced rations; nutritive rations; digestion; requirements for maintenance and for production of energy; meat, milk, eggs and wool.

One term, three hours.

5. **Types and Breeds of Farm Animals**—Types; horses; draft, general purpose and road; cattle; beef, general purpose and dairy; sheep; fine wool, medium wool and mutton; swine; lard and bacon.

Important breeds in above types; judging; scoring.

Recitation and practice in judging and scoring. One term, four hours.

ECONOMICS

1. **Agricultural Economics**—Agricultural problems; farm organization; types; administration; rentals; credits; labor; production and distribution of income; wages; rent; interest; profits. One term, four hours.

2. **Marketing of Farm Products**—Profitable distribution of produce; marketing agencies; middlemen; cold storage; price quotations grading; inspection and governmental control; cooperative marketing; parcels post; truck service. One term, three hours.

3. **Rural Sociology**—The social needs of the community; schools; churches; clubs; granges and other social institutions; advantages of rural life; relation of land and labor; charitable institutions; sanitations; health; attractive homes. One term, four hours.

ENTOMOLOGY

1. **Systematic Entomology**—External anatomy of insects; terminology of parts; classification or orders; suborders and important families; specimens are gathered and permanent collections are made.

Recitation and laboratory work. One term, three hours.

2. **Economic Entomology**—Practical control of insect pests of farm, garden and orchard; life histories; nature and extent of injuries; spraying; prevention and other methods of control. One term, three hours.

FARM MANAGEMENT

1. **General Farm Management**—Systems of farming; size, location and arrangement of farm, fields, fences and buildings; organization; distribution of capital; farm administration; efficiency of labor, capital and equipment; complete cost accounting. One term, four hours.

HORTICULTURE

1. **Fruit Growing**—Selection of sites; planting; pruning; thining; grafting; spraying; harvesting; marketing; culture of soil; fertilization; commercial and farm production of apples, peaches, pears plums, berries and grapes.

Recitation and orchard work. One term, three hours.

2. **Vegetable Gardening**—The farm garden; planting, cultivation, propagation, harvesting, storing and marketing of garden vegetables. Experimental work in garden and greenhouses. One term, four hours.

M. C.—O. S. U. AGRICULTURAL COURSE

Arrangements have been completed with Ohio State University whereby students desiring agriculture can take two years of required work at Manchester and the remaining two years at O. S. U. At the end of four years he wil lreceive the degree of Bachelor of Agriculture from Ohio State University and the degree of Bachelor of Arts from Manchester. This arrangement makes it possible for the student to get the best from each school. In Manchester he will secure the required literary work, together with all of the religious and moral training possible. In O. S. U. he will receive the advantage of splendid equipment and excellent teaching force. Few schools in the country are coming to the front more rapidly than Ohio State University. This should appeal especially to the Ohio patrons of Manchester College.

OUTLINE OF COURSES

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. (5)	Qual. Analysis (5)
Botany (4)	Botany (4)	Botany (4)
English (5)	English (5)	Shop Wor k(2)
Mech. Draw. (2)	Wood Working (2)	Elective (5)

SECOND YEAR

Zoology (4)	Zoology (4)	Zoology (4)
Mathematics (5)	Physics (5)	Geology (5)
History (4)	Economics (4)	Economics (4)
Bible or Elective (3)	Bible or Elective (3)	Bible or Elective (3)

Home Economics

PROFESSOR DELK

Courses in this department are planned to give thorough instruction in various lines of Home Economics which shall meet the needs of the teachers of these subjects and help to complete the general education of any woman of today.

Entrance requirements: Graduation from commissioned high school or certified high school, or equivalent scholarship.

A diploma is granted for completion of two years' course.

FALL TERM	WINTER TERM	SPRING TERM
Cooking 1.	Cooking 2.	Cooking 3.
Sewing 5.	Sewing 6.	Sewing 7.
Chemistry	Chemistry	Chemistry
English	English	English
Educational	Educational	Educational

FALL TERM	WINTER TERM	SPRING TERM
Dietetics	Sewing 4.	Organization of Home Economics
Household Chemistry	Physiology	Practical Nursing
Textiles	Household Management	One Elective
Educational	Educational	

COURSES

1. **Cooking**—This course is not only planned to make the student a good housekeeper, but also to make her able to present the subject matter to others. Foods are considered as to their origin, distribution, growth preparation for market, transportation, chemical composition, digestibility, dietetic value, care in the home and cooking. Special emphasis is placed on the cost of food, menus are worked out and meals are served.

2. **Cooking**—Continuation of Course 1. Must be preceded by Course 1. Winter term.

3. **Cooking**—Continuation of Course 2. Prerequisite Cooking 2, Chemistry 1. Spring term.

4. **Dietetics**—This course includes a thorough study of carbohydrates, fats, proteins, mineral matter and water from a chemical standpoint as well as digestive assimilation. A study will be made of typical foods. A study of dietary standards will be made and their application to proper feeding of individuals as affected by age, size, activity and disease.

The laboratory work consits of making dietaries suitable to different conditions in health and disease and the preparation of meals with special emphasis on their caloric and nutritive value. Fall term.

5. **Dress Design and Dress Making**—This course gives practice in the application of the principles of costume design from the standpoint of the controling factors; materials and their influence upon design, color, the personality of the individual, economics in relation to dress. Five hours, Winter term.

6. **Textiles**—This work consists of the study of different textile fibers as to primitive forms of weaving, dyeing, printing and spinning, distinguishing feature of different materials and tests for adulterations; care of textiles and fabrics.

7. **The House and Household Management**—Study of the principles underlying the planning and furnishing a home from the economic, sanitary and aesthetic standpoints. A study made of division of income and methods of keeping household accounts.

8. **Household Chemistry**—This course deals with the chemistry incident to home life. It includes the study of chemical composition of foods, fuels, illuminants and the chemistry involved in cooking and Sanitation, prerequisite Chemistry.

9. **Practical Nursing and Hygiene**—The new hospital will afford opportunity for the practical nursing class to get training along lines of Invalid Cookery, Care of the Sickroom and Duties of the Nurse. Practical study is also given in the prevention of most common diseases, rendering first aid in emergencies, and Hygiene and Sanitation. Five hours, Spring term.

10. **Teaching of Home Economics**—This course considers the function of Household Art in Education and its relation to the curriculum. The comparison o fcourses of study in different schools and cities; the different types of schools under varying conditions of equipment and management; planning courses of study; the relation between the various phases of Home Economics. Five hours, Spring term.

The Academy

FACULTY

L. W. Shultz, A. B., Principal	English
Elsie Miller, A. B.	Latin and History
R. A. Adams	Science and Mathematics
D. R. Murray	Manual Arts
J. Roy Blough	Bookkeeping and French
C. O. Miller	Science
Mabel Winger	Domestic Science

COURSE OF STUDY

FRESHMAN YEAR

English
Algebra
Latin or French
General Science

SOPHOMORE YEAR

English
Algebra, ½
Geometry, ½
Latin or French
Ancient History

JUNIOR YEAR

English
Geometry
Modern History

Electives

Botany
Latin or French
Manual Training
Domestic Science

SENIOR YEAR

English
United States History and Civics

Electives

Physics
Bookkeeping
Agriculture
Commercial Geography, ½
Commercial Arithmetic, ½

DRILLS

Two drill credits will be required of each graduate, a credit to consist of a drill taken regularly at least four hours each week for one year. One-half credit is required in chorus work and one half credit in art. The remaining credit is elective from the following:

DRILL SUBJECTS

B Chorus, ½ credit	Two times per week
A Chorus, ½ credit	Two times per week
Art, ½ or 1 credit	Two or four times
Penmanship 1	Five times per week

Typewriting 1 .... Five times per week
Physical Culture 1 .... Five times per week

LITERARY SOCIETY CREDIT

Four years' credit in literary society work is required, a credit to consist of an active interest in the work and the rendering of at least two productions per term. Either of the two junior societies or the Bible society offer splendid opportunity to do this work.

PRESCRIBED SUBJECTS

The Academic course of study as outlined above is a regular commissioned high school course that prepares for college entrance. Sixteen units are required for graduation, a unit being one subject pursued throughout the year five hours a week. Of these sixteen units the following thirteen should be taken by those who expect to enter college: English, four units; Mathematics, three units; Foreign Language, two units; History, two units, and Science, two units.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the following subjects: English, Latin, French, Bookkeeping, Agriculture, Manual Training and Domestic Science.

For those who do not expect to enter college, some privileges may be given to substitute such courses as will more nearly meet the needs of the students. Two years mathematics, one year of history and one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects for the above electives, with the exception that not more than two units' credit will be counted toward graduation in Manual Training, Domestic Science, or Bookkeeping, nor more than four units in any subject.

ENGLISH

The Academy Course in English embraces four years' work of five hours per week.

1. Grammar and Composition—A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the first three years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

2. **Literature**—The aim in this course is to give the student an intimate acquaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for home reading, after which reports and discussions will be made in the class under the direction of the teacher. During the Academic Course all of the work for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

3. **History of Literature**—At least one term of the third year will be given to the study of the History of English Literature and one term of the fourth year will be given to study of the History of American Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

4. **Literary Practice**—In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies. Students enrolled in the regular academic course will be required to take work in one of the Junior literary societies, unless an excuse is secured from the faculty literary committee.

LATIN

1. **Latin Elements and Introduction to Caesar**—Absolute mastery of the different declensions, conjugations and construction is the aim of the first year. Great care is used in pronunciation and accent.

2. **Caesar, Books I-IV**—Selections from Nepos or Ovid. Study by maps and charts of Caesar's campaign. Studies on the life of Caesar and Roman military art. The systematic study of grammar is continued, with exercises in Prose Composition.

3. **Cicero**—Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the developments of Roman oratory. Grammar and Prose Composition are continued throughout the year.

FRENCH

1. **Elements of French**—This is a first year's course and has as its aim the learning to reproduce French sounds accurately,

the acquiring of the fundamental principles of the elementary grammar, and the stimulating of an interest in the language and the people by reading a part o rthe whole of one book in Frenchc.

HISTORY

The Academy Course—History embraces three years' work of five hours per week. Text-books will be used by the students, and notebook, map-drawing, collateral reading, and class reports on assigned topics will be required.

1. **General History Course**—This course traces the outline of universal history from the earliest time to the present. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements will be emphasized. Two years' work given.

2. **United States History and Civics**—A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States constitution, its origin, influence in the national development will be emphasized. State and local government will be given attention. This course is required of all high school graduates.

MATHEMATICS

1. **Arithmetic**—One or both of the following courses will be offered each term, as the needs of the students may require: (a) Commercial Arithmetic; (b) Mental Arithmetic.

2. **Algebra**—A thorough course in Arithmetic should precede work in Algebra. Work in the Academy course is intended to give such familiarity with the Algebraic notation as to enable the student to successfully use the symbolical language in the investigation of Higher Mathematics.

3. **Geometry**—The "science of space" is rigorously presented because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation and to illustrate the practical applications many original problems will be given to be demonstrated. Each student is required to draw figures to present the problems.

SCIENCE

1. **Physics**—The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the text-book. The experiments are performed by the student who must keep an accurate note-book of all his work.

2. **Elements of Botany.** One year's work is given in this course. Its purpose is to acquaint the student with the form, structure, and function of plants as well as their adaptation to their surroundings. Two days each week will be spent in laboratory work in which the ideas presented will be illustrated by the concrete. In the spring a special study of flowers will be made.

3. **General Scientific Elements.** One year freshman course. That the student may become acquainted with his environment, that a scientific attitude of approach may be developed, and that facts may be learned that will be very helpful to any one whether he continues his academic course or not this course is offered. This course merely opens to the student the great field of science.

4. **Agriculture**—Two year's work is offered to Academic students. The aim is to give knowledge and practice in solving intelligently the questions and problems that come to the practical farmer. Soils, horticulture, poultry raising, animal husbandry, farm crops, etc., are some of the topics of study. Laboratory experiments and practical observation accompany all of this work.

5. **Home Economics**—Two years' credit may be taken in this department. The work will include a study of foods and textiles, cooking and sewing, and the practical work of serving meals, home sanitation, making of garments, etc.

6. **Industrial Arts**—One year's work in mechanical drawing, bench work, together with a study of tools and present industrial conditions. The work will be made practical, so that the boy or girl will be given skill in work about the home or farm.

7. **Commercial Geography**—This subject is taught for one term in the senior year. It is an interesting course for these days of commercial activity. The chief products of the world will be studied and the means and routes for exchanging these commodities.

Department of Music

FACULTY

Cora M. Stahly	Director
D. W. Boyer	Voice, Harmony and History
Bertha Neff	Piano, Harmony and History

This department offers through and systematic instruction in **Piano, Voice Culture, Harmony, Composition, History of Music, Sight Reading, Church or Chorus Singing.**

It is the design of the Department of Music to meet the needs of the following class of students:

1. Those who are preparing to teach.
2. Special students enrolled for a select course in music.
3. Students who take one or two hours a week in Music in addition to their other courses of study. The instruction is adapted to the individual student.

COURSES

1. **Two Years' Certificate Course in Piano or Voice**—This course is intended for those who do not aim to teach, but who desire the training in music for their own culture or for the home.

2. **Two Years' Teachers' Course in Piano or Voice**—This course is intended for those who aim to teach. The equivalent of the first years of the Academy Course is required for graduation. Diploma is granted.

3. **Four Years' Diploma Course in Piano or Voice**—Those who graduate from this course must have completed, as a prerequisite, a course equivalent to that of the Academy.

ARRANGEMENT OF COURSES

It is impossible to outline a full course in piano, since the needs of the pupils vary so greatly. We adapt our instruction to the pupil's capacity, and assist him to practice correctly, and aim to develop a refined and intelligent style of playing.

The course of study includes:

1. Technical exercises for the development and control of fingers, hands and arms.

2. Etudes by the best teachers and composers, which are intended to give further development to the executive powers,

and to form a connecting link between purely technical work and the lighter forms of musical expression.

3. Composition by the best writers, both ancient and modern. Selections are therefore made from the following list:

1. **Preparatory Course**—First and Second grades: Rieman's, Wagner's Damm's Piano School; Technic Cyclus; Macon's Technical Studies; Matthew's Graded Lessons; Etudes and Studies by Bertini Heller, Czerny, Loeschorn and others; Sonates and Rondos of Clementi, Kuhlau and Hummel; Beethoven Op. 46 and Variations; Schumann's "Jungen Album" and "Kindersenen" composition of standard writers.

Harmony and History of Music.

2. **Teachers' Certificate Course**—Third and Fourth Grades: Technic Cyclus; Mason's Touch and Technic Studies; Etudes by Czerny; Preludes and exercises of Clementi; Cramer's Studies Czerny's Octave Studies; Matthew's Phrasing Studies; Heller's Rythmical Studies; Handel and Bach's Suites; Bach's Preludes and Interventions; Compositions of Mendelssohn, Chopin, Schubert, Weber, Schumann, Brahms and Raff; Sonatas by Mozart, Haydn, Clementi.

Harmony, History of Music and Musical Analysis.

3. **Graduate Course**—Fifth and Sixth Grades; Foote's MacDowell's Rubenstein's Chopin's Studies; Czerny's School of Virtuosity; Kullak's Octave Studies; Sonatas of Beethoven, Mozart, Schumann, Selections from the works of Weber, Chopin, Schumann, Liszt, Bach, Greig, Tausig, Brahms and others, including Piano Concertos and the best of Chamber Music.

VOCAL DEPARTMENT

1. **Preparatory Courses**—Exercises by teachers; Vacoai Studies; Concone's Fifty Exercises; Hauptner's Vocal School; Marchesi's Elementary Exercises; Rudiments of Music; Harmony.

2. **Teachers' Certificate Class**—Marchesi Studies, Concone's Twenty-five Lessons; Concone's Fifteen Lessons; Lablache, according to the voice of pupils; Panofka Op. 81, Part First; Studies by Modern Writers. Members of this class must be able to play accompaniments on the piano, and read vocal music at sight.

Harmony, History and Science of Music.

3. **Graduate Class**—Marchesi or Bordoni, Savinelli and Lamperti Vocalizersc, Oratorio Selections, Counterpoint, Composition, Musical Forms and Musical Literature. Must be able to play accompaniments and read vocal music at sight. Are required to sing an aria, without notes, at final examination.

1. **Harmony**—No study will give us a higher appreciation for music than harmony. In this study care is taken to lead the pupil to a more thorough understanding of harmonic relations. The subjects will be presented in such a way as to make the student depend on his own knowledge of progressions in harmonizing melodies instead of a mechanical fingered bass. The composition of hymns and songs is required of each student.

2. **Ear Training**—Two terms of ear training are required after the first term of harmony.

Text-book is "Lessons in Harmony," by Heacox and Lehmann.

3. **History of Music**—A thorough study of both Ancient and Modern History is required. The biographies of our greatest musicians are carefully reproduced by the student. This gives the student of music a background similar to that of the classics of literature.

4. **Hymnology**—The aim of this course is to develope a greater love and ability for singing church music. Special study will be made of meters, history and analysis of hymns. During the Special Bible Term this class will meet daily.

5. **Chorus Singing**—The classes organized in Sight Reading and Chorus Work are free to all taking regular work in school. In view of growing demand for music directors in the public schools, and in the churches, this training is of great importance.

(a) **Beginning Chorus**—A general Sight Reading and Chorus class is organized each term to meet the needs of those who are beginning in the fundamental principals of music. Drills are given in rudimentary instruction in connection with songs and hymns, choruses and easy anthems.

(b) **Advanced Chorus**—This class accommodates those who have a general knowledge of the rudiments of music. In connection with chorus practice, anthems and cantatas, the study of chords and ear training are given. The class of 1911-12 gave a public rendition of an oratorio, Haydn's "The Seasons." The class of 1912-13 gave Handel's "The Messiah." The class of 1913-14 gave Haydn's "Creation." The class of 1914-15 gave Root's "Daniel."

(c) **Ladies' Choruses and Glee Club**—A chorus class for ladies and a Glee Club for gentlemen are organized for special practice. These classes are expected to appar in Student's and Public Recitals.

PUBLIC SCHOOL MUSIC

One Year

This course is designed for those who desire to teach, or supervise the teaching of music in the public schools. Students taking this course will take observation and do practical teaching of music in the college, training school.

This course includes one year's study of harmony and history of music; some piano work unless student has had sufficient; ear training, sight singing; study of note songs, study o fthe child's voice, classification and arrangement of materials for each grade, and a careful study of methods of presenting the subject.

GENERAL REGULATIONS

1. The courses outlined may be completed in less time than indicated above, depending upon the student's advancement on entering and the amount of time devoted to the work.
2. Pupils will be received at any time, although it is more desirable to begin, when possible, with the term.
3. Students should bring such sheet music, instructors and studies as they have.
4. Every voice pupil is required to take chorus work.
5. Tardiness or absense from lessons will result in loss to the student.
6. In the case of illness, where due notice is given, lessons will be made up.

Business Department

Faculty

Orpha Workman Keever, Principal.—Stenography, Typewriting, Commercial Law.

J. Roy Blough.—Bookkeeping and Commercial Arithmetic.

Lloyd C. Blickenstaff.—Penmanship.

We are living in age of intensive commercial activity. The bustle of business, with its various intricacies and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every day business affairs must meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES

1. **One Year Business**—A practical course for practical people. A certificate of proficiency is awarded for this course.

2. **Stenographic Course**—Prepares students for offices, secretaryships and reporting. This course also prepares for Teachers' course. Upon completion of this course a diploma is awarded.

3. **One Year Professional Course**—This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. Adiploma is awarded for this course.

BOOKKEEPING

Bookkeeping is in itself an attractive and paying profession. Besides it fits the employee for business entrepreneurship as no other position in a firm does. It is one of those desirable positions in which the possibilities for advancement are practically unlimited. Also efficient bookkeeping teachers are in constant and increasing demand. We can fit you for either line that you wish to follow.

With the rise of our complex commercial system has come the imperative need on the part of every one, regardless of profession or trade, for an adequate knowledge of bookkeeping and accounting.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount making, business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

STENOGRAPHY

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensible to a business education, and any young man or woman who neglects the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his business career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience persevereance and a determination to succeed, may become a competent stenographer.

SHORTHAND

The Gregg System o fShorthand is taught. Although of comparatively recent origin (1893) Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, easy of execution and legibility. The many word-signs of the old Pitmanic System are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exception to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines. We teach by the Touch Method, which has many advantages over the old method. Work in this department is not measured by time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

COMMERCIAL LAW

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study. Special attention is given to subjects of most vital importance such as Contracts, Negotiable Papers, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business Forms, etc.

COMMERCIAL GEOGRAPHY

A study of the origin of commerce, its growth and its present attainments is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are converted and the nature of the demands satisfy. A history of the methods of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP

Salesmanship, as generally understood, means the art of selling goods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. It is the base of business transactions. In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental principles he has acquired.

ORTHOGRAPHY

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent is required.

INDIVIDUAL INSTRUCTION

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become sef-reliant. After this is done the work of the teacher is chiefly to direct and explain the ne wfeatures that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and application of the student While every effort is made to aid the progress of the student yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

Business Course—One Year

Spring Term	Winter Term	Fall Term
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Mental Arithmetic (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Salesmanship (3)	Commercial Arithmetic (5)
Commercial Geography (5)	Commercial Arithmetic (5)	Penmanship (5)
Penmanship (5)	Penmanship (5)	Business Correspondence (3)

Stenographic Course—One Year

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (10)
Typewriting (10)	Typewriting (10)	Typewriting (10)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Calculation	Orthography
Commercial Law (5)	Salesmanship (5)	Mental Arithmetic
Penmanship (5)		Salesmanship (5)

Commercial Teachers' Course—One Year

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Salesmanship (3)	Business Correspondence
Shorthand (5)	Shorthand (5)	Salesmanship (3)
Typewriting (5)	Typewriting (10)	Shorthand (5)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Psychology (5)
Penmanship (5)	Penmanship (5)	Penmanship
		Typewriting (5)

GENERAL INFORMATION

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find advantages to complete the last year of their high school course in Manchester College when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the successful completion of each of the preceding courses. The degree, Bachelor of Accounts, will be given to those completing the Commercial Teachers' Course with no grade below 90.

Students who are not able to supply satisfactory credits for Commercial Geography and Commercial Arithmetic are required to take them in addition to the prescribed course. All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required. The figures following the subject in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies of the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART

(Business Writing)

In order to be abreast of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in othe rlines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible hand writing is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments, and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanerian College of Penmanship, Columbus, Ohio, may be secured by those, whose penmanship comes up to the required standard.

Professional Penmanship

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of pen manship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execuate it well greatly increases his earning powers.

Manual Training

INDUSTRIAL ARTS

Mr. Murray.

Course 1—Bench Work. Elementary. This course is primarily a beginner's course, consisting of a series of progressive exercises involving the use and care of tools. The first half term is devoted to the making of small pieces. If sufficient progress is made in that time the student may make larger pieces such as magazine racks, upholstered foot stools, etc. Several kinds of finishes will be taught including use of wax, the fuming of oak, shellac and varnish. All projects are made from blue prints or working drawings made by students.

Course 2—Table Construction. This course covers the choice of material, matching and glueing of joints, mortise and tenon joinery, assembling and finishing, of projects made. The student is given a choice of several designs of library and breakfast tables. All projects are made from drawings either furnished or made by the student.

Course 3—Base Construction. This course is given for those who wish to make wall cases, music cabinets, chafingdish stands or book cases. The study and construction of panel is given each problem. Glue joinery, finishing and design work are involved in the project.

Course 4—Normal Course, Exercises based on the State Course of Study of Indiana will be given in this course. Exercises in soft wood suitable for sixth, seventh and eighth grades will begin. Hardwood projects for high, elementary upholstering, fuming, waxing, French polishing and use of shellac paints and varnishes will be given in this course. Spring term, one hour a week.

Course 5—Mechanical Drawing. The use of tools and instruments, exercises in projections, lettering and conventions are given in this course. Particular attention is paid to the making of working drawings. Each student is required to draw and make tracings of assignments given. Blue prints from his tracing are made for use in the shop.

Expression

This department aims to give practical instruction in Oral Reading and help the student to interpret and appreciate literature, and to help him to speak in public. The effort is made to correct the faults in everyday speech of the student as well as to prepare him for special occasions. Special care is taken to give personal instruction to each student. He who speaks clearly, pleasantly and quietly, is also learning to think calmly and deliberately.

A four year high school course or its equivalent is a prerequisite for this course.

FIRST YEAR

First Term—Oral English, 2 hours. Voice: phonetics, based upon works from Tennyson, Arnold and other classic writers; Development of Expression, Vol. I. 3 hours.

Second Term—Public Speaking, 2 hours. Voice; phonetics; fundamentals continued, based upon the Bible and hymns. Development of Expression, Vol. I. 3 hours.

Physical Training, 5 hours.

Third Term—Public Speaking, 2 hours. Development of Expression, Vol. II.; Characterization and Bodily Expression; Story Telling. 3 hours.

SECOND YEAR

Literary interpretation based upon works from such authors as Kipling, Browning, Dickens, Lanier, Shakespeare, Lowell, Gibson, Tennyson, Longfellow, Masters, Ibsen, Elliott, etc.

Beside the above named study, there is included in the

First Term—Platform Reading, Voice, Development of Expression, Vol. II.

Second Term—Platform Reading; Voice; Development of Expression, Vol. III. Physical Training.

Third Term—Platform Reading; Development of Expression. Vol. III. Drama.

THIRD YEAR

This course will be given only upon special request and with a minimum enrollment of three members and a maximum of six. This work may be given privately.

SPECIAL COURSES IN PLATFORM READING

First Term—Prose—Dramatic, Tragic, Comic or Pathetic.

Second Term—An adequate adaptation of some book for an hour and a half's program. The presentation in recital of the same.

Third Term—Poetry—At least five hundred lines of choice poetry committed and prepared for presentation.

Department of Art

DESIGN OF THIS DEPARTMENT

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.

2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.

3. To aid in arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order, Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisor's Course will be granted a certificate. Those who complete the Two Years' Course will be granted a diploma.

Courses in Art

PUBLIC SCHOOL ART

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Drawing Course**—Outline and shadow, perspective, sketching from still life, life and landscape in pencil, charcoal, crayon, chalk, water color, blackwashes and ink. Working drawings. Study of color Designing. Five hours per week, three terms.

2. **Handwork Course**—Papercutting, weaving, basketry, woodcutting, stenciling, claymoulding, etc. Four hours per week, three terms.

3. **History of Painting**—Two hours per week, Fall and Winter term.

4. **Observation in the Training School**—Spring term.

5. One term painting.
6. Practice teaching in Training School.

TWO YEARS' COURSE

First Year

1. Free hand from still life in charcoal or pencil, water color, pens an dink, design, perspective, etc. Three hours per week, three terms.
2. Painting in oil, pastel or water colors from life, still life or copy. Three double periods per week, three terms.
3. Hand work, two double periods per week, three terms.
4. History of Painting—Two periods per week, Fall and Winter term.

Second Year

1. Freehand drawing, five periods per week, three terms.
2. Cast drawing, two periods per week, Fall and Winter terms.
3. Design and Pictorial Composition, Illustration. Two periods per week, three terms.
4. Painting in oil. Three periods per week, three terms.
5. Original oil painting for graduation picture—left with the department.

CHINA PAINTING

This is a class separate from regular courses. Conventional designing an application to china.

EXHIBIT

The teacher reserves the right to withhold or recall any painting, or piece of handwork for the spring exhibit which takes place commencement week.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthentic Drills, including Free-Hand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

In the fall and spring outdoor exercises take the lead in good weather. The college campus is, indeed, inviting to those who delight in outdoor sports. Tennis. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball take the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging.

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests. Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketball and baseball are played with local and nearby teams.

Manchester College is fortunate in its present and prospective equipment for physical culture and athletics. The enlarged gymnasium provides a good basketball floor, plenty of good seats for spectators, a large physical culture classroom, swimming pools, showerbaths and dressing room. The building and apparatus are being improved as fast as funds are available.

Summer School

The Summer School of Manchester College has become an important feature of the work of the institution. During the last ten years, since the Summer School began, hundreds of young people have come in touch with the College and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that it now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students.

1. Graduates of high schools who are preparing to teach the coming year, class "A."
2. Those who has completed class "A" and will take the second term, class "B."
3. Those who desire to pursue the course for class "C."
4. Those who desire to pursue the Normal English Course.
5. Teachers and prospective teachers from Ohio. The Summer Schools from 1914 to 1919 have been accredited by the Ohio State Superintendent. This assures full credit in Ohio to teachers who take their summer work here. The courses offered are adequate for their needs.
6. Teachers from other states who may desire normal or college work.
7. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bookkeeping, Stenography, and Typewriting.
8. Those who desire to pursue their regular college course.

While the courses vary some from year to year, yet the following outline gives about the usual course:

COURSES

1. **Professional**—Educational Psychology, Advance Psychology, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Education.

2. **College Courses**—Full college credit is given for professional courses. Besides these the program for 1916 included Trigonometry, Analytics, Modern English Literature, American Literature, Mediaevael History, American History, German, Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School**—Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and to practice teaching under the critic teacher's direction. The discussion with the young teachers are very helpful.

4. **Common School Reviews**—There will be classes in all the common school subjects that teachers need to be examined upon.

5. **High School Reviews**—Some high school subjects will be given as the demands of students will determine.

6. **Vocational**—Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art**—Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business**—Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the course for 1921 will be mailed to all who are interested.

Manchester College is admirably located and equipped for a Summer School. The large brick buildings are cool in the summer. The buildings are located amid oak trees that furnish an abundance of shade. The cool shade, the fountain, stone seats, flower beds and the grass lawn make the campus a scene of beauty and almost an ideal place for study. Then there is ample provision for outdoor exercise, on the croquet grounds, tennis courts, baseball ground, and running track. The college is located in the quiet part of the beautiful little city of North Manchester, Indiana. It is free from dirt, noise, smoke and saloons that are found in larger cities. It is also free from many detracting influences that hinder school work in many places. And yet there are attractions nearby for an occasional change. Two lakes are within five miles and can easily be reached. So can Winona Lake Assembly where some of the best programs may be attended. In all it would be hard to find a school that furnishes a more delightful summer school home than Manchester College.

College Extension Department

It is the mission of this college to benefit the largest number possible, esecpially those of its constituency who help to support it financially. It is not possible for more than a small per cent to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence course and by personal work in the field by members of the faculty and school.

The Bible and Music departments are prepared to do local work. The instructors in the Bible department will arrange for Bible institute work during our school vacations, and occasionally for short institutes at other periods. There are a number of young ministers in attendance who are well able and willing to assist local churches in preaching, if called upon. Th Mission Band holds programs for churches that extend to them the invitation. The institution also has a number of graduates from the Music department who are prepared to teach local singing schools. Churches desiring the help of either a minister or singing teacher will do well to correspond with the college.

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. An outline of the work will be furnished by the respective departments in which the work is taken. If credit on the regular course is desired a final examination will be given. A small fee will be charged to cover the cost of outlines, correction of papers, postage, and examination at the end of the course. Full information will be given to those who are interested in the work.

The student who is interested in this work should write us for particulars concerning the kind of a course he would like to take. It is the purpose of the institution to give all the help it can to its constituency whether in the school or in the field.

The Preparatory Department

PURPOSE

The purpose of this department is to make it possible for certain classes of students who cannot take the regular course in the Academy to secure training as they may need to prepare them for their chosen fields of work. The Academy must hold to certain set standards that students of this character cannot reach. These courses are open only to students of older years, who cannot meet the requirements of the regular high shcool course.

STANDING

This course is not commissioned regularly, though it is equivalent in amount of work done to that of the Academy. The good that the student receives, and the preparation that he gains for further work must be the student's greatest reward.

Students who have done work in other shcools, may present certified statement of their work and receive credit on this course.

COURSES OF STUDY

Courses of study are open to the student in English Literature and Composition, Foreign Languages, History, Civics, Science, Bible, Bookkeeping, Stenography, Manual Training, Physical Culture.

The courses that a student may toke will depend upon his previous preparation and his future plans. The principal will advise the student ash to the course to select.

Special information will be given to any student who may ask for it.

REQUIREMENTS FOR GRADUATION

Those who have completed sixteen units of work will receive a certificate. A unit is one subject of five hours a week, or its equivalent, carried through a regular school year.

No student will receive a certificate who has not completed at least three years of English, two years of language, one year of mathematics, one of history, and one of science. One year of Biblical literature or of expression will be accepted for English.

Expenses

All expenses are due and payable at the Treasurer's office, one term in advance.

Term rates are made on the condition that payments be made cash in advance or within ten days.

Students who by special arrangements are permitted to martriculate without paying the full amount of their expenses within 30 days will be charged at week rates.

Tuition College, Normal, Business or Stenographic Course, per term	$18.00
Tuition College, Normal, Business or Stenographic Course, per week	1.75
Tuition Academic Course, per term	15.00
Tuition Business and Stenographic course combined per term	21.00
Typewriting, two periods a day, per term	6.00
Typewriting practice	3.00
Board, per term	39.00
Board, per week	4.00
Board, per meal	.30
Board and furnished room, per term	51.00
Board and furnished room, per week	5.00
Tuition, Board and Room—College, Norm., or Sten. Course, per term in advance	66.00
Tuition, Board and Room—College, Norm., Bus, or Sten. Course, per week	6.50
Tuition, Board and Room—Academic Course, per term	63.00
Tuition, Board and Room—Academic Course, per week	6.25
Piano, Voice or Harmony—Two lessons a week, per term	12.00
Piano, Voice or Harmony—week rate two lessons per week	1.25
Harmony or History of Music in class two lessons per week, per term	6.00
Private lessons in Music	.65
Piano practice two periods a day, per term	3.60
Painting, Drawing or Expression—private lessons—two per week	12.00
Painting in class three lessons a week (double periods) per term	12.00
Painting in class, per week	1.25

China Painting in class two double periods per week, per term	12.00
China Painting in class, per week	1.25
Other courses in Art, two lessons per week in class, per term	6.00
Incidental fee, per term	2.50
Library fee, per term	1.50
Athletics fee, per term	.50
Laundry Room fee, per term	2.00
Graduation fee for College course	5.00
Graduation fee for all other courses	3.00

These prices on board are made provisional that if prices on foodstuffs continue to advance, the college reserves the right to make the prices so that a loss in boarding will not result.

Students who are permitted to room alone will be charged 75 cents per week extra.

An extra charge of $1.25 to $3.00 per term will be made for some of the most desirable rooms.

The sleeping Porch will accomodate about fifty. A fee of $1.00 extra per term will be charged to those using it. Girls should bring extra blankets for use in sleeping porch.

Students in the college department who enroll for more than eighteen hours' work will be charged $1.00 for every additional hour. If they enroll for less than twelve hours they will be hcarged at the rate of $1.50 per hour.

Tuition in Bible department is free. Tuition is free for those who take work in the Bible department only. An incidental fee of $2.50 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in the college department will be charged a fee of $1.50 for each hour taken. Those in other departments taking some bible work, will be charged a fee of one dollar per term in addition to library and incidental fees.

Young people who desire to secure a literary training for the express purpose of doing missionary or ministerial work should write us about special terms.

Students in music or arts who pay as much as $18.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $4.00 per term will be charged for domestic science. This will also cover the cost of food materials used. A fee of $3.00 per term for Manual Training.

Those who take work in Botany, Zoology or Physics and Agriculture will be charged a laboratory fee of $1.00 per term, and Chemistry $4.00 per term. Laboratory fee for college courses in Science $3.00 per term. Chemistry $5.00 except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the students.

Each Literary Society and Debating Club, the Bible Society and other similar organizations that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

Special reduced rates will be announced for summer shcool.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

Fractional week will be counted as full weeks.

No reduction for absense will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the President's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the President's office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS

1. Students are responsible for damage to furniture and buildings caused by them.

2. The use of profanity, playing cards, intoxicating beverages and cigarettes are positively forbidden. The use of tobacco in any form on the college grounds is prohibited. Time will be given and all reasonable efforts will be made to get those addicted to tobacco to cease its use.

3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.

4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absense may receive an excuse at the office. Unexcused absense will count against a student's standing and grade.

5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.

6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the President; and those outside the school who desire to arrange for such socials at their homes, should first arrange with the President for the students to attend.

7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive Board.

8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others can not be allowed to remain in the school.

9. Any one who through inapplication to study fails to make a passing grade in three subjects during a term, may, at the discretion of the Executive Board, be asked to withdraw from the school.

10. Parents should inform the President of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.

11. Students are expected to select their courses of study with care, and parents should in no case suggest a change in the student's program without first consulting the President.

12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the College Treasurer, who will transact business for parents or guardians when requested to do so.

13. Parents or guardians are requested not to call students home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the College, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the College are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the College.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to room and board in the Colege buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have "College" writen on all letters and packages sent to them, to insure prompt delivery at the College postoffice.

20. Books and stationery may be obtained at the College bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS

Two regular examinations, the mid-winter and the final, are held eahc term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principle examinations are directed by the heads of eahc department. The term grades of the student is the average of his class grade together with the two principle examinations. Any student whose term grade in any subject falls below seventy-five per cent is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

Degrees Conferred in 1919

HONORARY

(L. L. D. Degree)

Rev. D. N. Howe, A. M.	**Custer, Ohio**

Graduates

MASTER OF ARTS

(A. M. Degree)

Eikenberry, A. R.	North Manchester, Ind.
Grosh, Pearl M.	Nappanee, Ind.

COLLEGE OF LIBERAL ARTS

(A. B. Degree)

Bechtel, Lola	Belleville, Ohio
Brown, Nettie	Mooreland, Ind.
Eppley, Garrett	Wabash, Ind.
Flory, Margaret B.	Chicago, Ill.
Garver, Miriam E.	Trotwood, Ohio
Hale, Ora	Tekoa, Wash.
Heestand, Cora L.	Huntington, Ind.
Heeter, Tressie	Roann, Ind.
Helser, Albert D.	Thornville, Ohio
Jobes, Herschel M.	Arcanum, Ohio
Kesler, Emma A.	Fruitland, Idaho
Kintner, Elizabeth	Ney, Ohio
Metzger, Ida	Strathmore, Cal.
Minnich, Ruth E.	Greenville, Ohio
Mishler, Trude	Pierceton, Ind.
Shamberger, Chauncey H.	Payette, Idaho
Weybright, Edith	Syracuse, Ind.

ACADEMY

Beiswanger, George W.	North Manhcester, Ind.
Burger, Quinter	Howe, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Driver, Gladys	Lima, Ohio
Driver, Blanche	North Manchester, Ind.
Hoff, Eva	North Manchester, Ind.
Ikenberry, Marie	North Manchester, Ind.
Reber, Ruth	North Manhcester, Ind.
Shively, Minnie S.	La Place, Ill.

Smith, Ida M.	Galveston, Ind.
Stauffer, Robert	North Manchester, Ind.
Thomas, Lena	North Manchester, Ind.
Tombaugh, Harold	Roann, Ind.
Wolfe, Mildred	North Manchester, Ind.
Workman, Mable	Fredericktown, Ohio
Wyne, Paul S.	La Place, Ill.
Tombaugh, Harold	Roann, Ind.
Young, Helen	North Manchester, Ind.

NORMAL ENGLISH

(B. E. Degree)

Angel, Irene	Crowell, Ind.
Coy, Bertha A.	Tippecanoe City, Ohio
Fritsche, Carolyn	Piqua, Ohio
Irvin, Fern	Creston, Ohio
Koons, Mary	Dayton, Ohio
Mattern, Marguerite	Wabash, Ind.
Minnick, Florence	Marion, Ind.
Richcreek, Florence	Syracuse, Ind.
Royer, Hazel	Arcanum, Ohio
Seitner, Nora	Roann, Ind.
Wenrick, Etoile	Piqua, Ohio
Zahm, Marie	Wabash, Ind.

EXPRESSION

Lehman, Della	Lima, Ohio
Leslie, Mary	Nappanee, Ind.

COMMERCIAL TEACHERS

(B. Accts. Degree)

Jenks, Winifred	Wabash, Ind.

STENOGRAPHIC COURSE

Jenks, Winifred	Wabash, Ind.
Lindower, Marie	Fostoria, Ohio
Lutes, Laveta	Syracuse, Ind.
Miller, Florence	Sterling, Ohio
Rager, Opal	North Manchester, Ind.
Strauss, Merle	Nappanee, Ind.
Smith, Nila	North Manchester, Ind.
Walker, Elsie	Galveston, Ind.
Young, Edythe	North Manchester, Ind.

TEACHERS CERTIFICATE COURSE IN VOICE

Heeter, Tressie	Roann, Ind.
Smith, Ida	Galveston, Ind.

FOUR YEARS PIANO

Mertz, Ruth	Burnetts Creek, Ind.

HOME ECONOMICS

Bonewitz, Marian	North Manchester, Ind.
Leslie, Mary	Nappanee, Ind.

Catalogue of Students

LIBERAL ARTS

Baker, Adah	Greenville, Ohio
Baker, Junie M.	West Manchester, Ohio
Barnhart, Wilbur	North Manchester, Ind.
Beahm, Esther	Nokesville, Va.
Beahm, William	Nokesville, Va.
Bechtel, Lola	Belleville, Ohio
Beigh, Hilda	Sidney, Ind.
Beiswanger, George	North Manchester, Ind.
Blough, J. Roy	Astoria, Ill.
Bollinger, Wilma	Fruitland, Idaho
Bonewitz, Marion	North Manchester, Ind.
Boyer, Ralph	North Manchester, Ind.
Brown, Nettie	Mooreland, Ind.
Brubaker, Lila C.	Virden, Ill.
Brumbaugh, Louis	Bradford, Ohio
Burke, Homer	Walkerton, Ind.
Burrous, Lee	Lincoln, Ind.
Burrous, Mae	Lincoln, Ind.
Chambers, Harold	Grand Rapids, Mich.
Cordier, Andrew	Hartville, Ohio
Crowell, J. D.	Union City, Ohio
Danner, Ruth	Brethren, Mich.
Dawald, Ivan	Denver, Ind.
Deeter, Raymond	Pleasant Hill, Ohio
Defries, Harriette	North Manchester, Ind.
Delk, Margaret	North Manchester, Ind.
Denlinger, Huber	Dayton, Ohio
Dolby, Bertha	Wabash, Ind.
Eppley, Garrett	Wabash, Ind.
Fields, Ida	New Paris, Ind.
Fisher, Everett	Peru, Ind.
Flory, Margaret	Chicago, Ill.
Flory, Miriam	Chicago, Ill.
Frame, Genevieve	North Manchester, Ind.
Garver, Miriam	Trotwood, Ohio
Garver, Ralph	Trotwood, Ohio
Geyer, Thorold	Milford, Ind.
Gilmer, Clarence	South Whitley, Ind.

Goshorn, Marie	Ladoga, Ind.
Gripe, Raymond	Rossville, Ind.
Groff, Forrest	Clarks Hill, Ind.
Grossnickle, Harold	North Manchester, Ind.
Gump, Marjorie	North Manchester, Ind.
Gwong, Moy	Canton, China
Hale, Ora	Tekoa, Wash.
Halladay, Paul	Greenville, Ohio
Halladay, Ralph	Greenville, Ohio
Ham, Grace	La Fontaine, Ind.
Heeter, Tressie	Roann, Ind.
Heestand, Cora	Huntington, Ind.
Helser, A. D.	Thornville, Ohio
Hoff, Lloyd	Wooster, Ohio
Hoke, Mildred	Huntington, Ind.
Hollowell, LaVerne	Andrews, Ind.
Hornish, Ina	Defiance, Ohio
Hornish, Ruth	Defiance, Ohio
Huffman, Esther	Onward, Ind.
Jackson, Eldon	South Bend, Ind.
Jobes, Herschel	Arcanum, Ohio
Keener, Anna	Greenville, Ohio
Keller, Mabel	Fredericktown, Ohio
Kesler, Emma	Fruitland, Idaho
Kesler, Maude	Ladoga, Ind.
Kinsley, Ralph	Middlebranch, Ohio
Kintner, Elizabeth	Ney, Ohio
Kite, Beatrice	Radnor, Ind.
Klepinger, Lowell	Dayton, Ohio
Krichbaum, Lloyd	Warsaw, Ind.
Lautzenhiser, Esther	North Manchester, Ind.
* Leatherman, Mary	Milford ,Ind.
Lehman, Della	Lima, Ohio
Lehman, Icel	North Manchester, Ind.
Leslie, Claud	Sidney, Ind.
Leslie, Mary	Nappanee, Ind.
Marburger, Walter	Monticello, Ind.
Metzger, Ida	Strathmore, Cal.
Metzler, John	Nappanee, Ind.
Miller, Ada	Lima, Ohio
Miller, C. O.	Hagerstown, Ind.
Miller, Mary Jane	Huntington, Ind.
Miller, Pauline	Sidney, Ind.
Minnick, Ruth	Greenville, Ohio
Minnick, Florence	Marion, Ind.
Mishler, Trude	Pierceton, Ind.

* deceased

Mock, Virgil	Syracuse, Ind.
Morris, Arthur	North Manchester, Ind.
Morrow, Mazie	La Fontaine, Ind.
Mote, Arthur	Woodland, Mich.
Mote, Mrs. Ora	Woodland, Mich.
Moyer, Florence	Lansdale, Pa.
Mummert, C. B.	Huntington, Ind.
Murray, D. R.	Dayton, Ohio
Neher, Viola	Warsaw, Ind.
Norris, Forbes	Pendleton, Ind.
Norris, Paul	North Manchester, Ind.
Paul, Nelson	New Paris, Ind.
Pedan, Ernest	North Manchester, Ind.
Petry, Flora	Troy, Ohio
Postma, Elizabeth	Lone Star, Kan.
Pinkerton, Von	Warren, Ind.
Priser, Carson	North Mancheter, Ind.
Reelhorn, Artie R.	North Manchester, Ind.
Rennecker, Gertrude	Smithville, Ohio
Richcreek, Florence	Syracuse, Ind.
Robbins, Glenn	Grass Creek, Ind.
Royer, Kathryn	Greenville, Ohio
Royer, Ralph	Arcanum, Ohio
Schechter, David P.	North Manchester, Ind.
Schrock, Viola	Shipshewana, Ind.
Sellers, John A.	Topeka, Ind.
Senseman, Claude	Tippecanoe City, Ohio
Shamberger, C. H.	Payette, Idaho
Sharpe, Martha	Laporte, Ind.
Shoemaker, Forrest	Hartville, Ohio
Shriver, Ruth	New Philadelphia, Ohio
Shultz, Herman	Huntington, Ind.
Sink, Iva	Markle, Ind.
Smith, Frances	North Manchester, Ind.
Smuts, Grace	Zanesville, Ind.
Stinebaugh, Virgil	Flora, Ind.
Stoner, Paul	Ladoga, Ind.
Stover, Olive Olivia	Bradford, Ohio
Strickler, Robert	North Manchester, Ind.
Stutsman, Winifred	Pennant Sask., Canada
Swinger, Ruth	Trotwood, Ohio
Taylor, Mary	San Dimas, Cal.
Troxel, Kathryn	Wabash, Ind.
Utz, Katie	Shepherd, Mich.
Warner, Dean	North Manchester, Ind.
* Wagner, Dora	Lanark, Ill.

* deceased

Weybright, Edith	Syracuse, Ind.
Wine, Celeste	Chicago, Ill.
Winebrenner, Edna	Huntington, Ind.
Winger, Mabel	North Manchester, Ind.
Wolfe, Harvey	Galveston, Ind.
Wolfe, Madeline	North Manchester, Ind.
Younker, F. T.	Creston, Ohio
Young, Donovan	Elgin, Ill.
Young, Otis E.	Vicksburg, Mich.

Total 139.

NORMAL

Abbott, Ethel	South Whitley, Ind.
Adams, Waldo Loren	Claypool, Ind.
Akers, Orma Ruth	Wabash, Ind.
Alber, Clella	Grass Creek, Ind.
Aldrich, Zella	Ludlow Falls, Ohio
Amber, Velma	Urbana, Ind.
Anderson, May E.	Twelve Mile, Ind.
Andrews, Walter	Huntington, Ind.
Arnold, Fay	Sidney, Ind.
Baer, Ivel	Leesburg, Ind.
Bailey, Tess Leone	Bluffton, Ind.
Baker, Evelyn	Peru, Ind.
Baker, Millie Ilo	Winamac, Ind.
Bardsley, Walter L.	Warren, Ind.
Bartaway, Grace	Roann, Ind.
Beaver, Esther	Andrews, Ind.
Beck, Olive	Dayton, Ohio
Beckner, Eva	Flora, Ind.
Beery, Zelma	Liberty, Ind.
Beigh, Wilma	Sidney, Ind.
Bennett, Earline	Warren, Ind.
Biggerstaff, Mary Elizabeth	Wabash, Ind.
Bolley, Frieda	Roann, Ind.
Bollinger, Velma	Shipshewana, Ind.
Bowen, Orpha	Macy, Ind.
Bowen, Florence	Macy, Ind.
Bowman, Mary	Wabash, Ind.
Bridge, Inez	Monticello, Ind.
Bunn, Alea Madge	Leiters Ford, Ind.
Burr, Kenneth	North Manchester, Ind.
Carey, Vida	Argos, Ind.
Carrothers, Velma	Macy, Ind.
Caughell, Flora	Idaville, Ind.
Chalfant, Esther L.	Laketon, Ind.
Clark, Gladys Leona	Chili, Ind.

Clauve, Lena C.	Wabash, Ind.
Cochran, Ruth	Burnetts Creek, Ind.
Coffman, Anna	Trotwood, Ohio
Coffman, Martha	Trotwood, Ohio
Cripe, Owen C.	Lincoln, Ind.
Dalzell, Bessie	Logansport, Ind.
Deaton, Veda Gladys	Sidney, Ind.
Deeter, Iva	Greenville, Ohio
De Hoff, Mary	Greenville, Ohio
Denny, Lawrence	Macy, Ind.
Dilling, Vera Faye	Delphi, Ind.
Eash, Florence	Tiosa, Ind.
Eley, Geraldine	New Madison, Ohio
Emery, Georgie	Wabash, Ind.
Evans, Esther C.	Walton, Ind.
Flaugher, Lena	Huntington, Ind.
Flory, Mary	Etna Green, Ind.
Flory, Ursula	Logansport, Ind.
Fluke, Lola G.	Markle, Ind.
Frantz, Lelah M.	North Manchester, Ind.
Frushour, Vera	Urbana, Ind.
Funderburg, Orville	New Madison, Ohio
Galbreath, Lillie	Lake Cicott, Ind.
Garber, Cora	Markle, Ind.
Goodwin, Frances	Etna Green, Ind.
Grafton, Lucy	Winamac, Ind.
Griffiths, Eva Louise	Andrews, Ind.
Gushwa, Merle	Delphi, Ind.
Hampton, Lela	New Weston, Ohio
Hanna, Emily	Burnetts, Creek, Ind.
Harner, Dorothy	Radnor, Ind.
Harney, Elsie B.	Sidney, Ind.
Hart, Enid Dorotha	Deedsville, Ind.
Hathaway, Mary	Laketon, Ind.
Haupert, Ruth	Urbana, Ind.
Helms, Anna	Hoover, Ind.
Herriot, Nellie May	Star City, Ind.
Hershberger, Ina Mae	Somerset, Ind.
Hippensteel, Jay	North Manchester, Ind.
Hite, Cleo	Etna Green, Ind.
Hoffmann, Irene	Wabash, Ind.
Hollinger, Walter	Gettysburg, Ohio
Hollowell, Dessie	Andrews, Ind.
Hubbard, Eva	Rochester, Ind.
Hubbard, Louise	Wabash, Ind.
Ingle, Vera Evangeline	Fostoria, Ohio
Ireland, Bernice	Idaville, Ind.

Ireland, Ruth	Idaville, Ind.
Jeffrey, Ura	Urbana, Ind.
Keener, Rachael	Greenville, Ohio
Keplar, Bessie	Winamac, Ind.
Kerlin, Delbert	Silver Lake, Ind.
Kesling, Blanche	Akron, Ind.
King, Ruth	Denver, Ind.
Kintner, Mary Ruth	Holton, Ind.
Klumpp, Leona	Camden, Ind.
Kurtz, Ada	Hartville, Ohio
Landis, Ruth	Macy, Ind.
Leedy, Elizabeth	Lima, Ohio
Leer, Leta	Middlebury, Ind.
Lefforge, Mae	North Manchester, Ind.
Lesley, Orpha	Flora, Ind.
Long, Lenora Lucile	Andrews, Ind.
Marvel, Edna	Bourbon, Ind.
Maugans, Russell	Peru, Ind.
Mayne, Elizabeth	Huntington, Ind.
Michael, Orpha A.	Sidney, Ind.
Miller, Faun M.	Sidney, Ind.
Miller, Mary E.	Greenville, Ohio
Miller, Mary M.	Rochester, Ind.
Miller, Naomi	Columbiana, Ohio
Miller, Ralph E.	Wabash, Ind.
Miller, Vera Etta	Converse, Ind.
Miller, William	Greenville, Ohio
Mohler, Sherman	Mogodore, Ohio
Musselman, Mary	Macy, Ind.
Myers, Lawrence	Newport, Ind.
Nichol, Nellie Elma	Grass Creek, Ind.
Nicholson, Bunola	South Whitley, Ind.
O'Brien, Margaret	Bradford, Ohio
Paul, Faye	Macy, Ind.
Palmer, Bernice	Macy, Ind.
Pfeiffer, Olive	Plymouth, Ind.
Phillips, Mildred	Converse, Ind.
Potts, Mary Ethel	Decatur, Ind.
Powell, Ellis Clark	Macy, Ind.
Powell, Harold	Akron, Ind.
Pownall, Mildred	Grass Creek, Ind.
Quinn, Ora	Columbia City, Ind.
Rager, Bertha	Laketon, Ind.
Ramey, Bessie	Laketon, Ind.
Raymer, Dorothy	Deedsville, Ind.
Reahard, Jean F.	Laketon, Ind.
Reed, Hazel	Packerton, Ind.

Rees, Maud	Francesville, Ind.
Renforth, William	Pendleton, Ind.
Ritchey, Dolar	Rossville, Ind.
Ritchey, Mary Cecil	Rossville, Ind.
Ritchey, Maud Fern	Rossville, Ind.
Rittenhouse, Miriam	Liberty Mills, Ind.
Robeson, Olive A.	Camden, Ind.
Rowland, Berl	Silver Lake, Ind.
Rowles, Virgia	Pulaski, Ind.
Royer, Hazel	Arcanum, Ohio
Ruff, Helena	Burnetts Creek, Ind.
* Rupel, Elsie A.	Walkerton, Ind.
Sailors, Floyd	Lafontaine, Ind.
Savage, Marjorie	Macy, Ind.
Seitner, Nora	Roann, Ind.
Sellers, Florence	Fostoria, Ohio
Sewell, Mary Jane	Laketon, Ind.
Sewell, Wanda	Laketon, Ind.
Shaw, Leah	Converse, Ind.
Shepherd, Anna Elizabeth	Silver Lake, Ind.
Sherman, Russel	Auburn, Ind.
Sicks, Ruby	Silver Lake, Ind.
Smitht, Lena	Albion, Ind.
Smith, Mae	Macy, Ind.
Smuck, Helen	Converse, Ind.
Snell, Irl	North Manchester, Ind.
Speicher, Lenore	Urbana, Ind.
Stage, Pauline	Leesburg, Ind.
Stage, Wilodean	Leesburg, Ind.
Stephens, Hazel	La Fontaine, Ind.
Strauss, Ada	Nappanee, Ind.
Strauss, Charles R.	Greentown, Ind.
Strauss, Eva	Nappanee, Ind.
Strauss, Eva	Albion, Ind.
Sturgeon, Zella	Leiter Ford, Ind.
Tobias, Ruth	Burnetts Creek, Ind.
Trackler, Miriam	Williamstown, Ohio
Tusing, Mabel	Milford, Ind.
Weaver, Helen	Union City, Ind.
Welker, Fred	Huntington, Ind.
Weller, Mildred	Akron, Ind.
Wenrick, Etoile	Piqua, Ohio
Wesco, Effie	Warren, Ind.
Wintrode, Ruth	Andrews, Ind.
Wisner, Thelma	Huntington, Ind.
Wolfe, Herma	Rochester, Ind.

* deceased

Wright, Edna	Tiosa, Ind.
Wright, Opal	North Manchester, Ind.
Wright, Rena	Rochester, Ind.
Wright, Sapho	Denver, Ind.
Wysong, Mary	Kimmell, Ind.
Yoder, Harry	South Whitley, Ind.
Young, Elvie Lee	Huntington, Ind.
Zahm, Marie	Wabash, Ind.
Zimmerman, Ethel	New Carlisle, Ohio

Total 184.

ACADEMY

Albaugh, Clyde	Sidney, Ohio
Anderson, Nora	North Manchester, Ind.
Baker, Everett	North Manchester, Ind.
Biddle, Clifford	Roann, Ind.
Blickenstaff, Mildred	North Manchester, Ind.
Book, Gertrude	North Manchester, Ind.
Bowser, Ruth	Prescott, Mich.
Brooks, Etta	Claypool, Ind.
Brooks, Hazel	Claypool, Ind.
Brubaker, Genevieve	North Manchester, Ind.
Burger, Quinter	Howe, Ind.
Burr, Elva	North Manchester, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Carvey, Nina	Macy, Ind.
Chambers, Gladys	Middleton, Mich.
Coblentz, Ruth	Peru, Ind.
Delk, William	North Manchester, Ind.
Driver, Blanche	North Manchester, Ind.
Driver, Gladys	Lima, Ohio
Early, Bertha	Beaverton, Mich.
Eberwine, Lucile	Dayton, Ohio
Emrick, Julia	New Madison, Ohio
* Fisher, Esther	Savannah, Ohio
Flanigan, Ertel	Woodland, Mich.
Frantz, Edith	North Manchester, Ind.
Gerber, Mary	Ashland, Ohio
Gerber, Raymond	Ashland, Ohio
Gillispie, William	Chicago, Ill.
Harper, Clara	Ashland, Ohio
Hayes, Veva	North Manchester, Ind.
Heiney, Arthur	Noblesville, Ind.
Hendrix, Ada	North Manchester, Ind.
Hendrix, Everett	North Manchester, Ind.
Hoff, Eva	North Manchester, Ind.

* deceased

Hollinger, Ella	Greenville, Ohio
Hollinger, Oma	Greenville, Ohio
Horn, Milton	Roseville, Ohio
Horn, Evelyn	Roseville, Ohio
Ikenberry, Marie	North Manchester, Ind.
Kingery, Pearl	Flora, Ind.
Kintner, Galen	North Manchester, Ind.
Leaman, Mary	Creston, Ohio
Lehman, Galen	North Manchester, Ind.
Leibert, Ethel	Pyrmont, Ind.
Miller, Lawrence	North Manchester, Ind.
Miller, Ralph K.	North Manchester, Ind.
Miller, Ralph H.	Lima, Ohio
Moates, Helen	Prescott, Mich.
Morse, Albertine	New Philadelphia, Ohio
Moser, Curtis	Lenox, Iowa
Moser, Florence	Lenox, Iowa
Neff, Lucile	New Paris, Ind.
Noll, Charles	Sheridan, Mich.
Noll, Clara	Butternut, Mich.
Noll, Robert	Butternut, Mich.
Norris, Mabel	North Manchester, Ind.
Olinger, Roy	North Manchester, Ind.
Priser, Kenton	North Manchester, Ind.
Reber, Ruth	North Manchester, Ind.
Robbins, Forrest	New Lebanon, Ohio
Ronk, Amos	New Ross, Ind.
Sausaman, Carrie	Roann, Ind.
Schworm, John	Howe, Ind.
Shively, Minnie	La Place, Ill.
Smeltzer, John	Noblesville, Ind.
Smith, Alvin	Galveston, Ind.
Smith, Ida	Galveston, Ind.
Smith, Martha	Galveston, Ind.
Snider, Mary	Lima, Ohio
Stauffer, Robert	North Manchester, Ind.
Thomas, Blanche	Alvada, Ohio
Thomas, Chloe	Alvada, Ohio
Thomas, Lena	North Manchester, Ind.
Tombaugh, Harold	Roann, Ind.
Weaver, Roger	North Manchester, Ind.
Weller, Forrest	Silver Lake, Ind.
Wine, Roscoe	Chicago, Ill.
Winger, Robert	North Manchester, Ind.
Witter, Hazel	North Manchester, Ind.
Wolfe, Harold	North Manchester, Ind.
Wolfe, Mildred	North Manchester, Ind.

Workman, Mabel	North Manchester, Ind.
Wyne, Paul	La Place, Ill.
Yakey, Geneva	Camden, Ind.
Young, Helen	North Manchester, Ind.

Total 85.

EXPRESSION

Amber, Velma	Urbana, Ind.
Anderson, Mabel	North Baltimore, Ohio
Bechtel, Lola	Belleville, Ohio
Book, Gertrude	North Manchester, Ind.
Burrous, Lee	Lincoln, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Deaton, Hazel	Claypool, Ind.
Driver, Blanche	North Manchester, Ind.
Fields, Ida	New Paris, Ind.
Hoke, Mildred	Huntington, Ind.
Ikenberry, Marie	North Manchester, Ind.
Keener, Anna	Greenville, Ohio
Leaman, Mary	Creston, Ohio
Leer, Leta	Middlebury, Ind.
Lehman, Della	Lima, Ohio
Leslie, Mary	Nappanee, Ind.
Mote, Mrs. Ora	Woodland, Mich.
Neff, Lucile	New Paris, Ind.
Peters, Saloma	Lima, Ohio
Plaugher, Earl	Beaver Dam, Ohio
Smith, Mabel	Lake Odessa, Mich.
Smith, Ida	Galveston, Ind.
Stutsman, Winifred	Pennant Sack, Canada
Trackler, Miriam	Williamstown, Ohio
Wolfe, Harvey	Galveston, Ind.
Wolfe, Mildred	North Manchester, Ind.
Wine, Celeste	Chicago, Ill.
Workman, Mabel	North Manchester, Ind.

Total 28. Not previously counted, 5.

VOICE

Anderson, Mabel	North Baltimore, Ohio
Barnhart, Ada	Etna Green, Ind.
Barnhart, Ethel	Rossville, Ind.
Bechtel, Lola	Belleville, Ohio
Blickenstaff, Mildred	North Manchester, Ind.
Blocher, Mary	Woodland, Mich.
Blough, Mollie	Sterling, Ohio
Book, Gertrude	North Manchester, Ind.
Brubaker, Genevieve	North Manchester, Ind.
Burrous, Mae	Lincoln, Ind.

* Coblentz, Florence	Peru, Ind.
Coy, Bertha	Tippecanoe City, Ohio
Deeter, Raymond	Pleasant Hill, Ohio
Driver, Blanche	North Manchester, Ind.
Emrick, Julia	New Madison, Ohio
Harp, Chloras	Sidney, Ind.
Hawkins, Ruth	Mooreland Ind.
Hay, Mary	Hagerstown, Ind.
Heeter, Tressie	Roann, Ind.
Hippensteel, Jay	North Manchester, Ind.
Hollinger, Ella	Greenville, Ohio
Ikenberry, Marie	North Manchester, Ind.
Johnson, Veldeah	Chief, Mich.
Kessler, Maude	Ladoga, Ind.
Klepinger, Lowell	Dayton, Ohio
Leaman, Mary	Creston, Ohio
Leatherman, Mary	Milford, Ind.
Lehman, Della	Lima, Ohio
Leibert, Ethel	Pyrmont, Ind.
Long, Elma	Columbia City, Ind.
Miller, Warren	Nappanee, Ind.
Montel, Iva	Claypool, Ind.
Mote, Mrs. Ora	Woodland, Mich.
Peters, Saloma	Lima, Ohio
Plaugher, Earl	Beaver Dam, Ohio
Reed, Hazel	Packerton, Ind.
Rennecker, Vannie	Hartville, Ohio
Richcreek, Florence	Syracuse, Ind.
Royer, Hazel	Arcanum, Ohio
Sausaman, Carrie	Roann, Ind.
Seitner, Nora	Roann, Ind.
Smith, Ida	Galveston, Ind.
Smith, Mabel	Lake Odessa, Mich.
Swinger, Ruth	Trotwood, Ohio
Utz, Katie	Shepherd, Mich.
Workman, Mabel	North Manchester, Ind.
Young, Helen	North Manchester, Ind.

Total 47. 14 not previously counted.

PIANO

Anderson, Mabel	North Baltimore, Ohio
Barnhart, Ada	Etna Green, Ind.
Blocher, Mary	Woodland, Mich.
Blough, Mollie	Sterling, Ohio
Bollinger, Kathryn	North Manchester, Ind.
Brumbaugh, Lois	Bradford, Ohio

* deceased

Coblentz, Ruth	Peru, Ind.
Delk, William	North Manchester, Ind.
Fields, Ida	New Paris, Ind.
Garver, Miriam	Trotwood, Ohio
Gerber, Mary	Ashland, Ohio
Gerber, Martha	Ashland, Ohio
Geyer, Thorold	Milford, Ind.
Gump, Marjorie	North Manchester, Ind.
Halladay, Paul	Greenville, Ohio
Harp, Chloras	Sidney, Ind.
Hay, Mary	Hagerstown, Ind.
Hendrix, Everett	North Manchester, Ind.
Hoff, Lloyd	Wooster, Ohio
Hoke, Mildred	Huntington, Ind.
Hornish, Ina	Defiance, Ohio
Hostetler, Blanche	Shipshewana, Ind.
Ikenberry, Marie	North Manchester, Ind.
Klepinger, Lowell	Dayton, Ohio
Kreider, Kathryn	South Whitley, Ind.
Leach, Beulah	Cuyahoga Falls, Ohio
Leatherman, Mary	Milford, Ind.
Long, Elma	Columbia City, Ind.
Mattern, Marguerite	Wabash, Ind.
Mertz, Ruth	Burnetts Creek, Mich.
Michael, Trent	North Manchester, Ind.
Montel, Iva	Claypool, Ind.
Mote, Mrs. Ora	Woodland, Mich.
Neff, Lucile	New Paris, Ind.
Peters, Saloma	Lima, Ohio
Plaugher, Earl	Beaver Dam, Ohio
Reber, Ruth	North Manchester, Ind.
Rennecker, Vannie	Hartville, Ohio
Stauffer, Robert	North Manchester, Ind.
Trackler, Miriam	Williamstown, Ohio
Warner, DeVere	North Manchester, Ind.
Weaver, Helen	Union City, Ind.
Wetters, Veda	Bippus, Ind.
Young, Donovan	Elgin, Ill.

Total 44. 8 not previously counted.

HOME ECONOMICS

Angel, Irene	Cromwell, Ind.
Alber, Clella	Grass Creek, Ind.
Baker, Junie	West Manchester, Ohio
Beahm, Esther	Nokesville, Va.
Blickenstaff, Mildred	North Manchester, Ind.
Blocher, Mary	Woodland, Mich.

Bonewitz, Marion	North Manchester, Ind.
Book, Gertrude	North Manchester, Ind.
Brown, Nettie	Mooreland, Ind.
Burrous, Mae	Lincoln, Ind.
Carr, Jessie Leone	Akron, Ind.
Caughell, Flora	Idaville, Ind.
Chambers, Gladys	Middleton, Ind.
Early, Bertha	Beaverton, Mich.
Eash, Florence	Tiosa, Ind.
Emrick, Julia	New Madison, Ohio
Flory, Miriam	Chicago, Ill.
Funderburg, Treva	New Madison, Ohio
Gerber, Mary	Ashland, Ohio
Goshorn, Marie	Ladoga, Ind.
Hale, Ora	Tekoa, Wash.
Heeter, Tressie	Roann, Ind.
Heestand, Zuma	Wooster, Ohio
Hershberger, Ina	Somerset, Ind.
Hoff, Eva	North Manchester, Ind.
Hoke, Mildred	Huntington, Ind.
Hollowell, Laverne	Andrews, Ind.
Hornish, Ruth	Defiance, Ohio
Hostetler, Blanche	Shipshewana, Ind.
Hubbard, Eva	Rochester, Ind.
Huffman, Esther	Onward, Ind.
Kessler, Maude	Ladoga, Ind.
Kintner, Elizabeth	Ney, Ohio
Koons, Mary	Dayton, Ohio
Lehman, Icel	North Manchester, Ind.
Leslie, Mary	Nappanee, Ind.
Miller, Mary Jane	Huntington, Ind.
Miller, Pauline	Sidney, Ind.
Morse, Albertine	New Philadelphia, Ohio
Moyer, Florence	Lansdale, Pa.
Noll, Clara	Butternut, Mich.
Pfeiffer, Olive	Plymouth, Ind.
Phillips, Mildred	Converse, Ind.
Rennecker, Gertrude	Smithville, Ohio
Sewell, Wanda	Laketon, Ind.
Sharpe, Martha	LaPorte, Ind.
Shively, Minnie	La Place, Ill.
Taylor, Mary	San Dimas, Cal.
Troxel, Kathryn	Wabash, Ind.
Wenrick, Etoile	Piqua, Ohio
Winebrenner, Edna	Huntington, Ind.

Total 51. 1 not previously counted.

COMMERCIAL

Biddle, Clifford	Roann, Ind.
Bowser, Ruth	Prescott, Mich.
Bdown, William	North Manchester, Ind.
Burger, Quinter	Howe, Ind.
Burr, Elva	North Manchester, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Byerly, Raymond	Fostoria, Ohio
Carr, Jessie Leone	Akron, Ind.
Deeter, Raymond	Pleasant Hill, Ohio
Driver, Blanche	North Manchester, Ind.
Driver, Gladys	Lima, Ohio
Driver, Lois	North Manchester, Ind.
Emrick, Julia	New Madison, Ohio
Farley, Byron	North Manchester, Ind.
Fetro, Vera	North Manchester, Ind.
Fisher, Everett	Peru, Ind.
Flanigan, Ertel	Woodland, Mich.
Funderburg, Treva	New Madison, Ohio
Fruth, Archie	Fostoria, Ohio
Galloway, Cora	Camden, Ind.
Heiney, Arthur	Noblesville, Ind.
Hippensteel, Clark	North Manchester, Ind.
Hoff, Eva	North Manchester, Ind.
Hollinger, Oma	Greenville, Ohio
Humbert, Catherine	South Whitley, Ind.
Ikenberry, Marie	North Manchester, Ind.
Jackson, Eldon	South Bend, Ind.
Jenks, Winifred	Wabash, Ind.
Jordon, Wilbur	North Manchester, Ind.
Kreider, Kathryn	South Whitley, Ind.
Krichbaum, Lloyd	Warsaw, Ind.
Leonard, Clay	North Manchester, Ind.
Lindower, Marie	Fostoria, Ohio
Lovey, John	North Manchester, Ind.
Luckenbill, R. D.	North Manchester, Ind.
Lutz, Laveta	Syracuse, Ind.
Miller, Emma	Nappanee, Ind.
Miller, Florence	Sterling, Ohio
Miller, Ralph K.	North Manchester, Ind.
Miller, Ralph H.	Lima, Ohio
Miller, Warren	Nappanee, Ind.
Minnick, Florence	Marion, Ind.
Moates, Helen	Prescott, Mich.
Moore, Ethel	Bremen, Ohio
Moser, Curtis	Lenox, Iowa
Norris, Forbes	Pendleton, Ind.

Norris, Paul	North Manchester, Ind.
Poe, Vera	Andrews, Ind.
Rager, Opal	North Manchester, Ind.
Reiff, Vernon	North Manchester, Ind.
Roberts, Mamie	Roseville, Ohio
Robbins, Forrest	New Labanon, Ohio
Shively, Minnie	La Place, Ill.
Smith, Nila	North Manchester, Ind.
Stookey, Ethel	Markle, Ind.
Strauss, Merle	Nappanee, Ind.
Stutsman, Winifred	Pennant Sask., Canada
Tombaugh, Harold	Roann, Ind.
Walker, Elsie	Galveston, Ind.
Warner, Dean	North Manchester, Ind.
Weaver, Roger	North Manchester, Ind.
Whistler, Ernest	Roann, Ind.
Wine, Celeste	Chicago, Ill.
Winebrenner, Edna	Huntington, Ind.
Winger, Raymond	Marion, Ind.
Wise, Robert	Anderson, Ind.
Witter, Hazel	North Manchester, Ind.
Wolfe, Mildred	North Manchester, Ind.
Workman, Mabel	North Manchester, Ind.
Young, Edythe	North Manchester, Ind.

Total 70. 31 not previously counted.

BIBLE

Beahm, William	Nokesville, Va.
Bechtel, Lola	Belleville, Ohio
Beck, Olive	Dayton, Ohio
Blickenstaff, Mildred	North Manchester, Ind.
Blocher, Mary	Woodland, Mich.
Blough, Mollie	Sterling, Ohio
Brown, Nettie	Mooreland, Ind.
Brubaker, Lila C.	Virden, Ill.
Burrous, Lee	Lincoln, Ind.
Coblentz, Perry	Peru, Ind.
Coblentz, Mrs. Perry	Peru, Ind.
Coffman, Martha	Trotwood, Ohio
Danner, Ruth	Brethren, Mich.
Deeter, Raymond	Pleasant Hill, Ohio
Driver, Mrs. Laura	North Manchester, Ind.
Emrick, Julia	New Madison, Ohio
Eppley, Garrett	Wabash, Ind.
Fields, Ida	New Paris, Ind.
Fisher, Everett	Peru, Ind.
Flanigan, Ertel	Woodland, Mich.

Goodwin, Frances	Etna Green, Ind.
Gwong, Moy	Canton, China
Halladay, Ralph	Greenville, Ohio
Harper, Clara	Ashland, Ohio
Hawkins, Ruth	Mooreland, Ind.
Heeter, ressie	Roann, Ind.
Heestand, Cora	Huntington, Ind.
Helser, A. D.	Thornville, Ohio
Hollinger, Oma	Greenville, Ohio
Horn, Evelyn	Roseville, Ohio
Hostetler, Blanche	Shipshewana, Ind.
Keener, Anna	Greenville, Ohio
Klepinger, Lowell	Dayton, Ohio
Leach, Beulah	Cuyahoga-Falls, Ohio
Leibert, Ethel	Pyrmont, Ind.
Long, Elma	Columbia City, Ind.
Mayne, Elizabeth	Huntington, Ind.
Metzger, Ida	Strathmore, Cal.
Miller, Warren	Nappanee, Ind.
Mishler, Trude	Pierceton, Ind.
Mock, Virgil	Syracuse, Ind.
Montel, Iva	Claypool, Ind.
Morris, Arthur	North Manchester, Ind.
Mote, Arthur O.	Woodland, Mich.
Mote, Mrs. Ora	Woodland, Mich.
Murray, D. R.	Dayton, Ohio
Neher, Viola	Warsaw, Ind.
Paul, Nelson	New Paris, Ind.
Plaugher, Earl	Beaver Dam, Ohio
Rennecker, Gertrude	Smithville, Ohio
Richcreek, Florence	Syracuse, Ind
Royer, Ralph	Arcanum, Ohio
Rupel, Elsie	Walkerton, Ind
Schrock, Viola	Shipshewana, Ind
Shamberger, C. H.	Payette, Idaho
Sherman, Russell	Auburn, Ind
Smeltzer, John	Noblesville, Ind
Smuts, Grace	Zanesville, Ind
Strauss, Ada	Nappanee, Ind
Swinger, Ruth	Trotwood, Ohio
Thomas, Lena	North Manchester, Ind
Utz, Katie	Shepherd, Mich
Wagner, Dora	Lanark, Ill
Wine, Celeste	Chicago, Ill

Total 64. 3 not previously counted.

AGRICULTURE

Albaugh, Clyde	Sidney, Ohio
Baker, Everett	North Manchester, Ind.
Brubaker, Genevieve	North Manchester, Ind.
Burger, Quinter	Howe, Ind.
Chambers, Harold	Grand Rapids, Mich.
Clark, Gladys Leona	Chili, Ind.
Cordier, Andrew	Hartville, Ohio
Dawald, Ivan	Denver, Ind.
Delk, William	North Manchester, Ind.
Denlinger, Huber	Dayton, Ohio
Driver, Blanche	North Manchester, Ind.
Epply, Garrett	Wabash, Ind.
Flanigan, Ertel	Woodland, Mich.
Garver, Ralph	Trotwood, Ohio
Gripe, Raymond	Rossville, Ind.
Halladay, Ralph	Greenville, Ohio
Heiney, Arthur	Noblesville, Ind.
Hippensteel, Jay	North Manchester, Ind.
Hollinger, Walter	Gettysburg, Ohio
Ikenberry, Marie	North Manchester, Ind.
Irvin, Fern	Creston, Ohio
Kerlin, Delbert M.	Silver Lake, Ind.
Kinsley, Ralph	Middlebranch, Ohio
Lehman, Galen	North Manchester, Ind.
Lesley, Orpha	Flora, Ind.
Marburger, Walter	Monticello, Ind.
Miller, Ralph H.	Lima, Ohio
Miller, William	Greenville, Ohio
Mohler, Sherman	Mogodore, Ohio
Morris, Arthur	North Manchester, Ind.
Moser, Curtis	Lenox, Iowa
Mote, A. O.	Woodland, Mich.
Noll, Chas. J.	Sheridan, Mich.
Noll, Robert	Butternut, Mich.
Norris, Forbes	Pendleton, Ind.
Paul, Nelson	New Paris, Ind.
Rennecker, Vannie	Hartville, Ohio
Royer, Ralph	Arcanum, Ohio
Sausaman, Carrie	Roann, Ind.
Schworm, John	Howe, Ind.
Seitner, Nora	Roann, Ind.
Sherman, Russell	Auburn, Ind.
Shively, Minnie	La Place, Ill.
Shoemaker, Forrest	Hartville, Ohio
Smith, Martha	Galveston, Ind.
Snider, Mary	Lima, Ohio

Stage, Wilodean	Leesburg, Ind.
Thomas, Lena	North Manchester, Ind.
Tombaugh, Harold	Roann, Ind.
Warner, Dean	North Manchester, Ind.
Weaver, Roger	North Manchester, Ind.
Wine, Roscoe	Chicago, Ill.
Winger, Raymond	Marion, Ind.
Witter, Hazel	North Manchester, Ind.
Wyne, Paul	La Place, Ill.
Young, Elvie Lee	Huntington, Ind.

Total 57.

ART

Bartaway, Grace	Roann, Ind.
Brubaker, Phoebe	North Manchester, Ind.
Coy, Bertha	Tippecanoe City, Ohio
Dewey, Martha	North Manchester, Ind.
Flory, Miriam	Chicago, Ill.
Geyer, Thorold	Milford, Ind.
Hoff, Eva	North Manchester, Ind.
Hollowell, LaVerne	Andrews, Ind.
Huffman, Esther	Onward, Ind.
Ingle, Vera	Fostoria, Ohio
Kessler, Agnes	North Manchester, Ind.
Koons, Mary	Dayton, Ohio
Lehman, Icel	North Manchester, Ind.
McKee, Aura Belle	North Manchester, Ind.
Michael, Orpha	Sidney, Ind.
Miller, Ada	Lima, Ohio
Miller, Naomi	Columbiana, Ohio
Petry, Flora	Troy, Ohio
Robbins, Glenn	Grass Creek, Ind.
Royer, Hazel	Arcanum, Ohio
Seitner, Nora	Roann, Ind.
Sollenberger, Mrs. I. J.	North Manchester, Ind.
Wenrick, Etoile	Piqua, Ohio
Winebrenner, Edna	Huntington, Ind.
Yakey, Geneva	Camden, Ind.
Zimmerman, Ethel	New Carlisle, Ohio

Total 26. 5 not previously counted.

Total number of students enrolled without duplicates, 476.

General Index

Academy 54
Agriculture 49
Art 73
Bible School 41
  Affiliation With Bethany 47
  Courses For Graduation 45
  Courses of Study 41
  Special Bible Term 47
Business Department 63
Calendar 3
College of Liberal Arts 19
  Admission 19
  Courses of Study—
    Biology 30
    Chemistry 30
    Education 27
    English 24
    French 29
    German 29
    Greek 29
    History 22
    Latin 29
    Mathematics 26
    Medical 32
    Philosophy 21
    Sociology 22
  Degrees 19
  Graduation 20
Committees of the Faculty and Trustees.............4 and 8
Correspondence and Extension Courses 78
Departments 18
Equipment of the College—
  Buildings 11
  Endowment 14
  Laboratories 13
  Library 13
Examinations 84
Expenses 80
Expression 71

Faculty—
  Academy 54
  Bible 41
  Business 63
  College (see College Courses of Study)
  General Faculty 5
  Music 59
  Normal 33
Government, Discipline and Rules .... 17 and 82
Graduates of 1918-1919 85
History of Manchester College 9
Home Economics 52
Information For Students 82
Manual Training 70
Normal School 33
  Indiana Courses of Study 33-37
  Ohio Courses of Study 35-38
Physical Culture 75
Preparatory 79
Publications 17
Societies of the College—
  Literary 15
  Religious 16
Student Enrollment for 1918-1919 87
Summer School 76
Trustees 4

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MANCHESTER COLLEGE

BULLETIN

Vol. 13 APRIL 1920 No. 74

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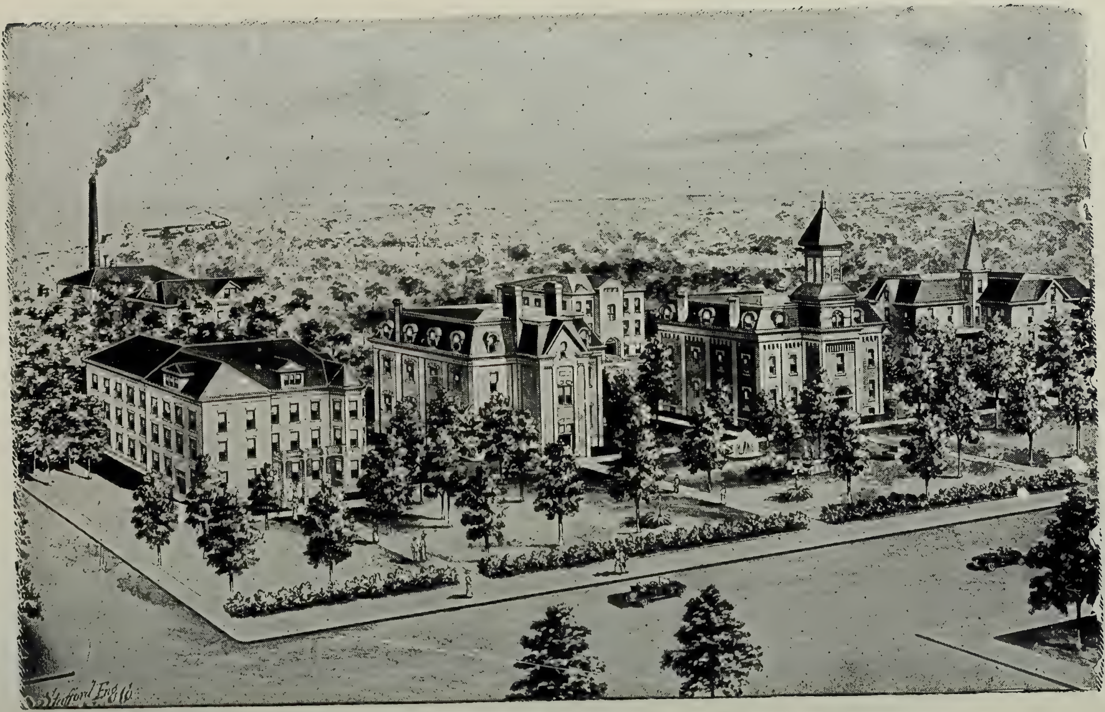
CATALOGUE
1920-1921

PUBLISHED BI-MONTHLY BY
MANCHESTER COLLEGE
NORTH MANCHESTER, INDIANA

COLLEGE BUILDINGS AND GROUNDS


Stafford Eng Co.

Young Men's Hall **Chapel** **College Hall** **Ladies' Home**

The gymnasium is located just back of the chapel. The new science hall is located just back of the college hall.

[illegible] gymnasium. The tennis courts and ball grounds are beyond the ladies' home.

The administration building is being erected so as to join the [illegible]

CATALOGUE NUMBER

OF THE

MANCHESTER COLLEGE

BULLETIN

1920–1921

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THIS CATALOGUE is free to friends, patrons, former students and prospective students. It costs too much, however, to have it thrown aside with a passing glance into the waste basket. Read it yourself and see what the school is doing; then tell others that they, too, may become interested. If you do not receive a copy, write to the college, and it will be sent to you at once.

Manchester College Bulletin

Entered Dec. 24, 1907, at North Manchester, Ind., as second class matter under act of Congress of July 26, 1894. Acceptance for mailing at the special rate of postage provided in section 1103, Act of October 3, 1917, authorized June 21, 1919.

Vol. 13 APRIL, 1920 No. 74

Calendar 1920-1921

FALL TERM—TWELVE WEEKS

September 7, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 19, Monday—Mid-fall term opening.
November 23 and 24—Term examinations.
November 25, Thursday—Thanksgiving recess.

WINTER TERM—TWELVE WEEKS

November 29, Monday—Winter term opens.
December 23, Thursday—Holiday vacation begins.
January 4, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM—JANUARY 11 TO JANUARY 16

February 25 and 26, Thursday and Friday—Term Examinations.

SPRING TERM—TWELVE WEEKS

March 1, Tuesday—Spring term opens.
April 12, Tuesday—Mid-spring term opening for teachers.
Graduating Theses Due.
May 13, Friday—Reception to graduates.
May 14, Saturday—Joint program of Literary Societies.
May 15, Sunday—Sermon to graduates.
May 17 and 18, Tuesday and Wednesday—Term examinations.
May 18, Wednesday—Business meeting of the Trustees.
May 19, Thursday—Last chapel service and class day exercises.
Evening—Annual Commencement.

SUMMER NORMAL—TWELVE WEEKS

May 23, Monday—Summer Normal opens.
July 4, Monday—Mid-summer term opening.
August 11 and 12, Thursday and Friday—Term examinations.
August 14—Summer Normal closes.

Organization

BOARD OF TRUSTEES

G. A. Snider, Chairman	Lima, Ohio
J. L. Cunningham, Secretary	North Manchester, Indiana
L. W. Teeter	Hagerstown, Indiana
D. B. Garber	Markle, Indiana
Manly Deeter	Milford, Indiana
G. S. Strausbaugh	Fredericktown, Ohio
Levi Minnich	Greenville, Ohio
J. Edson Ulery	Onekama, Michigan

EXECUTIVE BOARD

Otho Winger, President	North Manchester, Indiana
J. L. Cunningham, Secretary	North Manchester, Indiana
L. D. Ikenberry, Treasurer	North Manchester, Indiana
G. A. Snider, Chairman Board of Trustees	Lima, Ohio
V. F. Schwalm, Dean, Advisory Member	North Manchester

GENERAL EDUCATIONAL BOARD

D. W. Kurtz, Chairman	McPherson, Kansas
D. M. Garver, Vice-Chairman	Trotwood, Ohio
J. S. Flory	Bridgewater, Virginia
D. C. Reber	North Manchester, Indiana
J. W. Leer	Chicago, Illinois

STANDING COMMITTEES OF TRUSTEES

Executive Board	Snider, Cunningham
Visiting Committee	Teeter, Strausbaugh, Minnich
Finance Committee	Garber, Deeter, Ulery

Faculty 1920-1921

OTHO WINGER, A. M., L. L. D., President, Philosophy. Manchester college, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. L. L. D., Mt. Morris college, 1918. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., L. L. D., Vice-President. Astronomy and Geology. Student in Bridgewater College, Va., 1888-1890. Student and Instructor in McPherson College, Kansas, 1893-1894. A. B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. L. L. D., Manchester College, 1918. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893. President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912. Vice-President, Manchester College since 1918.

VERNON SCHWALM, A. M., History and Political Science. Student in Manchester College, 1908-1910. Assistant Principal, Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree, Graduate student, University of Chicago, summer schools in 1913, 1914 and 1919 and winter and spring terms of 1916. Student in Bethany Bible School, fall term 1915. A. M. degree, University of Chicago, 1916. Professor of History and Political Science since 1913. Dean of College of Liberal Arts since 1918.

EDWARD KINTNER, A. M., Chemistry and Biology. Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. degree, Post-graduate in Ohio State University, Summer 1912 and 1913; A. M., 1914. Professor Science and Agriculture, Manchester College 1912-1917. Professor Chemistry and Physics and Secretary of the Faculty since 1917.

D. C. REBER, A. M., Pd. D., Ancient Languages. B. E. Juniata College, 1891; M. E., 1893; A. B., 1897. Pd. M., New York University, 1901; Pd. D., 1902. Principal of

Schools, New Enterprise, Pa., 1891-1893. Instructor in Latin, Juniata College, 1897-1900. Professor of Languages and Pedagogy, Elizabethtown College, 1902-1918. Vice-President of Elizabethtown College, 1904-1907. Acting President, Ibidem, 1907-1910. President of Elizabethtown College, 1910-1918. Professor of Ancient Languages, Manchester College, since 1918.

A. R. EIKENBERRY, A. M., Agriculture. Student in Bethany Bible School, 1909-10. A. B., Mt. Morris College, 1917. Graduate student in summer school, University of Illinois, 1917, and second semester of 1920, A. M. degree. Graduate student in summer school, Manchester College, 1918 and 1919. Professor of Agriculture, Mt. Morris College, 1917-18. Professor of Agriculture, Manchester College, since 1918.

W. W. PETERS, A. M., Psychology and Education. Student Manchester College, 1912-15; A. B. degree. Superintendent of Bethel Township schools, 1915-19. Graduate student, Ohio State University, summer school, 1918, 1919 and 1920, A. M. degree. Professor of Education and Psychology, Manchester College, since 1919.

RUSSELL C. WENGER, B. D., A. M., Bible Literature and Biblical Theology. Student in Bethany Bible School. Student in Manchester College, 1916-1918; A. B. degree. Graduate student in University of Chicago, 1918-1920; A. M. degree. B. D., Bethany Bible School, 1919. Professor of Biblical Theology, since 1919.

C. A. WRIGHT, B. D., A. B., Religious Education, Extension Department. Student in Manchester College, 1911-17; A. B. degree. Extension worker, Manchester College, 1917-18. Student in Bethany Bible School and University of Chicago, 1918-1919. B. D., Bethany Bible School. Professor of Religious Education and Extension Lecturer.

JOHN E. DOTTERER, A. M., Mathematics and Physics. A. B., Blue Ridge College, 1912. Professor Mathematics, Park College Academy, Mo., 1912-1915. Graduate student, University of Kentucky, 1915-1916. Graduate student, University of Illinois, 1916-1917; A. M. degree. Professor Mathematics in Hoopeston, Illinois, Junior College, 1917-1918. Graduate student, University of Chicago, 1919. Professor of Mathematics and Physics since 1919.

J. R. SHUTZ, A. M., English and Debating. A. B. degree, Otterbein University, 1914. Graduate student, University of California, summer 1915. Principal of Riley Township High School, 1914-1918. Graduate student, University of Chicago, 1918-1919; A. M. degree. Professor of English and Sociology, Manchester College, since 1919.

SADIE STUTSMAN WAMPLER, A. M., English and Expression.
Graduate of the Academy of Maryland Collegiate Institute, 1904. Private study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Student in College of Liberal Arts; A. B. degree, 1916. Student in Columbia School of Expression, fall and winter terms, 1918-1919. A. M., Manchester College, 1920. Instructor in Art and Expression, 1907-1919. Professor of English and Expression since 1919.

MARGARET DELK, A. B., Home Economics.
A. B., Manchester College, 1918. Graduate student, University of Chicago, summer 1918. Graduate student, Ohio State University, summer 1919. Professor of Home Economics, Manchester College, since 1918.

VEDA M. VOSE, A. M., French and Spanish.
Graduate of Winona High School, 1913. Student in Eureka College, 1913-1917; A. B. degree. Teacher in Kendalls High School, 1917-1918. Graduate student in University of Illinois 1918-1919; A. M. degree. Professor of English, Manchester College, 1919-1920. Professor of French and Spanish, since 1920.

H. S. RANDOLPH, A. M., Practical Theology.
B. E., Daleville College, 1912. Student and instructor, Daleville College, 1912-1914. Student, University of Virginia, summer 1915. Student, University of Johns Hopkins, summer 1916. Student and instructor, Manchester College, 1916-1917; A. B. degree. Divinity student, Bethany Bible School, 1917-1918. Graduate student, University of Chicago, 1918-1919; A. M. degree. Instructor and President, Hebron Seminary, 1914-1916. Pastor, Church of the Brethren, 1916-1918. Professor of Theology, Mt. Morris College, 1919-1920. Professor of Practical Theology, Manchester College, since 1920.

IDA PRESS RANDOLPH, A. M., English.
Student, Manchester College, 1913-1917; A. B. degree. Graduate student, Manchester College, 1917-1918; A. M. degree. Graduate student, Bethany Bible School, 1918-1919. Gradu-

ate student, University of Chicago, 1919-1920. Professor of English, Manchester College, since 1920.

D. W. BOYER, Voice, Harmony and History.
Graduate Four Years' Voice, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919. Teacher of Voice, Harmony and History, Manchester College, since 1919.

BERTHA NEFF, Piano, Harmony and History.
Graduate Four Years' Piano, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919. Teacher of Piano, Harmony and History, Manchester College, since 1919.

B. F. WAMPLER, Voice, Chorus and Sacred Music.
Student in Bridgewater College, 1900-1902 and 1903-1904. Graduate of School of Music. Special student of Dr. Walters, Philadelphia, 1907-1908. Special music student in Oberlin Conservatory, summer sessions, 1911, 1912 and 1913. Teacher of Music, Manchester College, 1902-1903; in High School, Clinton, Iowa, 1904-1905. Director of Music in Elizabethtown College, 1905-1911; in Juniata College, 1911-1916; in Mt. Morris College, 1919-1920.

R. H. NICODEMUS, Biblical Literature.
Ten years of experience in Bethany Bible School, Chicago.

.... **Stenography and Typewriting.**

ACADEMIC FACULTY

L. W. SHULTZ, A. B., Principal Preparatory School.
Graduate of Lancaster High School, 1907. Student in Manchester College, summer session, 1907-1910. Principal of Lancaster High School, 1910-1911. Student in Manchester College and assistant in Mathematics and German, 1911-1914. Graduate student in Chicago University, summer session, 1914. Superintendent Lancaster township schools, 1914-1916. Principal Preparatory School, Manchester College since 1916.

ELSIE MILLER, A. B., Latin and History.
Teaching in public schools. Student in Manchester College, 1914-1918; A. B. degree, 1918. Latin and History in Manchester College, since 1918.

R. A. ADAMS, Science.
Student in Marion Normal College. Student in Manchester College, 1911-1912. Principal, Lancaster Township High School, 1912-1919. Science in Manchester College since 1919.

DELLA LEHMAN, English.
Graduate of Lima, Ohio, High School, 1913. Student in Manchester College, 1915-1916 and 1918-1920. Five years' teaching experience in public schools. Teacher of English, Manchester Academy, since 1919.

J. Roy Blough, Commercial.
Graduate Manchester Academy, 1917. Student Manchester College, 1917-1920. Teacher in Manchester Academy 1918-1920. Teacher in Fon du Lac (Wis.) High School, second semester, 1920.

D. R. Murray, Manual Arts.
Graduate of Dayton (Ohio) High School, 1915. Practical architect Dayton, Ohio, 1915-1917. Student and instructor in Manchester Academy, 1917-1920.

Kathryn Forney, French.

Margery Gump, Domestic Science.

SPECIAL TEACHERS

Lillian Dinius, A. B.	Critic Teacher
Anna Boyd, A. B.	Critic Teacher
Wilma Bollinger, B. E.	Critic Teacher
Lloyd Blickenstaff	Penmanship
W. P. Dunbar	Physical Culture
A. O. Mote, A. B.	Religious Director for Men
Mrs. A. O. Mote, A. B.	Religious Director for Women
Olive Miller	Librarian
J. W. Norris	Evangelist
T. E. George, Ph. D.	Pastor and Lecturer

ASSISTANT OFFICERS

Arthur Mote	Supt. Men's Home
Catherine Neher	Supt. Ladies' Home
D. F. Priser	Supt. Grounds
Clara Harper	Secretary to President
Esther Beahm	Secretary to Treasurer

COMMITTEES OF FACULTY

Rules and Discipline: Winger, Ikenberry, Schwalm, Shultz, Neher, Mote.
Graduation: Schwalm, Shultz, Ikenberry, Winger.
Classification, Extra Studies and Grades: Kintner, Schwalm, Shultz, Peters.
Public Programs: Ikenberry, Kintner, Reber, Boyer, Dotterer.

Literary Societies: Peters, Wenger, Schutz, Mrs. Randolph, Vose, Elsie Miller, Adams.

Religious: Wenger, Randolph, Mote, Mrs. Mote, Nicodemus,

Social: Randolph, Mrs. Randolph, Mote, Mrs. Mote, Neher, Delk, Neff.

Oratory and Debating: Schutz, Mrs. Wampler, Wampler, Lehman.

Library: Reber, Olive Miller, Dotterer, Eikenberry, Vose.

Athletics: Eikenberry, Murray, Adams, Mrs. Wampler, Dunbar.

Manchester College

HISTORY

Manchester College had its beginning in 1889, when College Hall was erected. For six years the school was directed by representatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the campus of ten acres and the one building were purchased by representatives of the Church of the Brethren, Prof. E. S. Young being the new president. The next year the Chapel Building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was canceled in 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren: Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1905. The transfer of the property to the church was made in such a way that the institution can never be encumbered with debt.

In 1904 Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

From 1902 to 1910 the institution was controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees. In 1916 the state districts of Michigan and Northeastern Ohio joined in the ownership of the college.

Within recent years other buildings have been added. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the summer of 1915 the graduates of the class of 1914 erected and presented to the college a Greenhouse. The same fall the Science Hall was completed. The Ladies' Home was rebuilt and enlarged in 1916. The Mission Chapel was built in 1918. In 1919 the

College Hospital was presented to the institution, and the Apartment House provided. Other valuable improvements are now being planned.

Since 1911 the enrollment has increased rapidly, especially in the college department. A successful campaign has been carried on for funds to standardize the college. With a good endowment, a larger faculty, better equipment, a large constituency, Manchester College is entering upon a new era of success and prosperity.

LOCATION

The college is located at North Manchester, Wabash County, Indiana, a thriving town of some three thousand population. It is conceded to be one of the most attractive little cities in the state, and is especially noted for its cleanliness, healthfulness, abundance of pure water, wide and beautifully shaded streets, and its excellent citizenship.

North Manchester is easily reached, being situated on the Big Four Railroad, which runs north and south through the entire state, and makes direct connections with all main lines from the east to Chicago and St. Louis. The Panhandle, a direct route between Toledo and St. Louis, passes through North Manchester, and the Erie is only three miles south of the town. Rapid auto transit lines connect North Manchester with the following railroads: The Nickel Plate at South Whitley, the Pennsylvania at Warsaw, the Erie at Huntington, and the Wabash at Wabash. The college thus has good railroad facilities and is easily accessible from all parts of the country.

PURPOSE

It is the purpose of this institution to provide a liberal education at a moderate expense, under the purest moral and Christian influences. While a high standard of scholarship is maintained, yet the religious element in education is not neglected. Learning that is merely secular cannot secure the highest and best for the individual, the State or the Church. A true education consists in the development of the entire man. Intellectual and physical power can be of greatest service to the world only when guided by spiritual wisdom. High ideals are kept in view. Preparation for some useful service and the ability to enjoy the best things in life are the chief ends that the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY

While the immediate aim of the institution is to provide a college home for the children of the Church of the Brethren, under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of the church of their choice by giving due notice of such desire.

In North Manchester there are six churches, viz.: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the ''Simple Life''. Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the churches for the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

Pastoral care is provided for the student body. It is the aim to give attention to the needs of each student and to help them develop strong Christian characters, with great power and willingness for service.

GROUNDS AND BUILDINGS

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine campus on which the following buildings are located:

College Hall (erected in 1889). The first floor of this building is occupied by the Department of Education; one large recitation room and three training school rooms. Here the practice teaching is done. The second and third floors are occupied by the Conservatory of Music and the three Literary Society Halls. Here are a number of private music rooms and one large recitation room for chorus.

Chapel (1896). It contains the spacious chapel on the first floor. The offices of the president and treasurer, the Bible department, two recitation rooms, Library and reading room are on the second floor. The Business College (with Shorthand and Typewriting rooms) is located on the third floor. The entire basement has recently been fitted up for manual training.

Ladies' Home (1898 and 1916). The original building which had given good service for eighteen years was rebuilt and enlarged in 1916. In its new form the Ladies' Home is a magnificent building. The basement contains a large dining-room, kitchens, store-rooms and laundry. There are living-rooms for about one hundred young women, besides a large parlor, a large sleeping-porch, the matron's apartments and guest-rooms. There are large bathrooms on each floor. The building is furnished with electric light and steam heat. The rooms have a beautiful outlook upon the campus.

Young Men's Hall (1906). This building will accommodate one hundred students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125-horsepower boilers and other modern equipment, makes it possible to furnish ample heat to any part of any building on the grounds.

Science Hall and Greenhouse (1915). These two buildings give ample facilities for work of the science department. The laboratories are described in a following paragraph. The Science Hall also contains the laboratories of the department of Home Economics, and the Art Hall. The Greenhouse enables the students to carry on practical work in botany and horticulture throughout the year.

Gymnasium (1911 and 1917). This building is a gift to the institution by students and friends who realized the necessity of a place where proper physical culture may be taken. The original building, 44 x 64, was built in 1911. In 1917 an addition was made, greatly increasing the size and usefulness. The following will provide for many needed activities: A main gymnasium floor, galleries, and auditorium with seating capacity of nine hundred, and a large physical culture room. It is fitted up with parallel and horizontal bars, swinging ropes, basketball apparatus, dumbbells and Indian clubs.

Mission Chapel (1918). This building has been erected in the west part of North Manchester, through the efforts of the Volunteer Mission Band. It will provide for an auditorium, Sunday School rooms, reading room and such other rooms as are necessary to carry on practical mission work in town.

Hospital (1919). Through the generosity of a brother and sister, a large twelve-room house, one block from the campus, has been added to the college property. It is equipped and used for hospital purposes for the college students and for as many others as can be accommodated. This gives good facilities to care for the students when they are sick.

Administration Hall (1920). This large building, now being erected, is to join the Chapel and College Hall into one main central building. On the first floor will be located the administrative offices; also the present chapel auditorium will be greatly enlarged by extension into this new building. The second floor will provide new classrooms and an enlarged library. On the third floor will be located the Physics and Biological laboratories and literary society halls. In the basement will be Manual Training, Agriculture and Domestic Science laboratories. The new building will be one of the largest and best of its kind in the state.

LABORATORIES

Laboratories now occupy rooms in the Science Hall. There are separate laboratories for Physics, Biology, Agriculture, and Chemistry. A gas plant has been installed and is now in use. Much new apparatus has recently been added to the laboratory equipment. Among other pieces may be mentioned a delicate adjusted d'Arsonval galvanometer, fitted with telescope and scale; a sextant, a Lang spectrometer including an A grade Wallace grating; a steam hot plate for evaporating and digesting solutions, and two Sartorius analytical balances. In addition to the above, considerable chemical glassware has been added, bringing the laboratory equipment up to date.

The Physics Laboratory is provided with apparatus for experiments in Mechanics, Sound, Heat, Magnetism, Electricity, and Light. There is also a good supply of apparatus for illustrative purposes.

The Biological Laboratory is supplied with tables for individual investigation, compound microscopes, a microtome, and other necessary chemicals and glassware. Each student is supplied with a locker for specimens, notebooks, etc.

Two laboratories on the first floor are devoted to chemistry—one for beginning work and Qualitative Analysis, the other for advanced work. Both are well lighted and ventilated and are provided with hoods, water supply, sinks, reagent bottles, etc. Two store-rooms in connection with the laboratories are well stocked with the necessary chemicals and glassware.

MUSEUM

The museum is located on the fourth floor of the Science Hall. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable specimens in geology, mineralogy, ores, fossils, marbles, corals, archaeological specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY

The library is large and commodious. The room and shelf capacity has been greatly increased in recent years, and good selections of books added, representing the different departments of the institution.

The reading-room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours, the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books.

ENDOWMENT

It is a well-known fact that private and denominational colleges cannot maintain efficiency and progress without endowment. All institutions are increasing their endowment as rapidly as possible. Manchester College has made a good beginning. The endowment fund now exceeds $200,000. But the possibilities and needs of the institution demand that a larger income be provided. Those who have given to this fund have much gratification in having a part in the good work that the institution is doing. No better use could be made of material means than to place it at the disposal of the trustees of the college.

Special endowment funds are being built up for special purposes.

Elder and Sister Frank Fisher began the Ministerial Endowment fund with a contribution of one thousand dollars. The income from this fund is to help prepare ministers and missionaries. This work should appeal to many who desire to use their money for a good cause.

The Lafayette Steele Sunday School Endowment fund is being built up by the Sunday Schools of Indiana, Ohio, and Michigan. The income from this fund is to support the chair of religious education in Manchester College.

The General Endowment fund is being built up in various ways:

1. By free-will cash donations. These are the most helpful of all, for it creates a fund the entire income of which can be used for the immediate benefit of the institution.
2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of a donation.
3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the donor each year during his lifetime a specified rate of interest.
4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

> I give and bequeath to Manchester College, North Manchester, Indiana, the sum of......................dollars for the use of said Institution as Trustees may direct.
>
> Signed...........................

COLLEGE PUBLICATIONS

The college now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE

Each year a lecture course is given at the college under the direction of the Civic and Oratorical Leagues. It brings to the students the opportunity of hearing some of the foremost men of the day, as well as some of the best entertainments.

PRIZE CONTESTS

Eikenberry Agricultural Essay Contest: Prof. and Mrs. A. R. Eikenberry offer $25.00 in prizes for excellence in agricultural essays, $15.00 for the first, and $10.00 for the second best essay.

Faculty Oratorical Contest: Certain members of the faculty offer $25.00 in prizes for an oratorical contest, $15.00 for the first, and $10.00 for the second prize.

Reading Contest: Members of the faculty also offer $25.00 for prizes to be distributed among the three best readers.

GOVERNMENT

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students when enrolled pledge themselves to obey the regulation of the college. Every effort is made to inspire the students to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

LITERARY SOCIETIES

The Literary Societies are under the control of the Executive Board and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty exercises a careful supervision of their work.

There are seven fully organized Literary Societies; two of Academy rank, and five of College rank. All students are required to become members of one of these societies, unless excused by the faculty committee on literary societies. The choice of a society is left to each student, but no society may receive an active member until the applicant has been in residence for six weeks.

The Lincoln and Adelphian Societies are for students below the college department. All academic students regularly enrolled are required to take work in one of these societies.

The two societies have well arranged rooms on the third floor of the college hall, where the meetings are held each Saturday of the school year.

Because of the large increase in the enrollment of students of college rank during the past year, it became necessary to divide the former Majestica Society into four College Societies of equal rank.

Two of these are conducted by the young ladies, the Philomathean and the Philolethean; and two by the young men, the Philorethorian and the Philophronean. The Philomathean and the Philorethorian Societies are affiliated and meet in the same hall on different nights. The Philolethean and the Philophronean Societies are affiliated and meet in the same hall. The ladies' societies meet every Thursday night of the school year. The men's societies meet each Friday night of the school year. As soon as the new college building is completed each of the two pairs of affiliated societies will have a splendid furnished hall of its own.

The Bible Society is on a par with each of the four college societies and is designed to give those especially interested in Bible work the same opportunity in literary development as the other societies afford. There may be a transfer of membership from one of the college societies to the Bible Society and vice versa, but not until the expiration of one year of active membership, nor may such transfer be made more than once.

There are frequent open sessions held by all of these societies at which special programs are rendered. There are striking features of the work of the college, and call for preparation of the highest order. The purpose of all of the societies is to afford an opportunity for parliamentary drill, literary finish, and high general culture. Extemperaneous speaking is particularly emphasized. Because of the training they afford the societies are recognized by the authorities as being valuable educational agencies. Membership and faithful duty to the society are therefore requisite for graduation from the institution.

OTHER ORGANIZATIONS

Civic and Oratorical League. This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of intercollegiate contests. It arranges for the college to be represented at local and state contests.

Commercial Club. This club was organized in 1910 for the Commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

RELIGIOUS ORGANIZATIONS

Bible Society. This society is organized to accommodate those who are taking their major work in the Bible department. Meetings are held each Monday evening in the Bible room.

Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. A. The Young Men's Christian Association meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. A. The Young Women's Christian Association meets each Tuesday evening in the reception rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given. Members of the faculty and occasionally city pastors speak at these meetings, giving the students valuable help on religious and social problems. The social features of these meetings are helpful and uplifting.

The Volunteer Band. This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Many public programs are given in the local churches for the purpose of arousing missionary sentiment. This organization conducts the community work in connection with the Mission Chapel.

Departments and Courses

I. LIBERAL ARTS COLLEGE.

Degrees A. B., B. S., and A. M.

II. NORMAL SCHOOL.

1. Class "A" Course.
2. Class "B" Course.
3. Class "C" Course.
4. Normal English Course.
5. Two Years' Course, Elementary Certificate.
6. Four Years' Course, High School Certificate.
7. Special Two Years' Course.
8. Ohio Professional Courses.

III. BIBLE SCHOOL.

1. Two Years' Sunday School Teachers' Course.
2. Two Years' Pastor's Course. Diploma.
3. Three Years' Seminary Course. B. S. L. Degree.
4. Arts Seminary Course. B. D. Degree.

VI. AGRICULTURE.

V. HOUSEHOLD ECONOMICS.

VI. ACADEMY.

VII. MUSIC.

VIII. BUSINESS.

IX. MANUAL TRAINING.

X. EXPRESSION.

XI. ART.

XII. PHYSICAL CULTURE.

XIII. SUMMER SCHOOL.

XIV. EXTENSION DEPARTMENT.

Liberal Arts College

REQUIREMENTS FOR ADMISSION

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English, three years (units); Mathematics, two years; Foreign Language, two years; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in these subjects in which they are deficient. If they pursue the college course these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Bachelor of Science. The degree B. S. may be conferred upon students who have completed four years of college work, and who have taken not only their major in some one science but whose credits in the different sciences must total seventy-five hours.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following condition: 1. The student must have spent at least one year of resident work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject, and it must show that the student has done careful thinking and research work.

REQUIREMENTS FOR GRADUATION

1. For graduation from the College Course, 192 "hours" credit are required. Of these, twelve hours may be of unprepared work, such as manual training, chorus, physical culture.

2. The College year is divided into three terms of twelve weeks each. Sixteen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.

3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES

Languages, twenty-four hours; History, twelve hours; English Literature and Composition, fifteen hours; Mathematics, ten hours; Science, twelve hours; Bible, twelve hours; Education, eight hours; Thesis, three hours.

MAJOR WORK

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES

Besides the prescribed studies and the major work students must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the Dean of the College and teachers of the various departments will advise the students as to the best order. The following is a suggestive course for Freshmen:

Fall Term		Winter Term		Spring Term	
	Hours		Hours		Hours
English	5	English	5	English	5
Language	4	Language	4	Language	4
Mathematics or Science..	5	Mathematics or Science..	5	Mathematics Psychology or Science..	5
Principles of Thought ...	2	Principles of Conduct ...	2	Elective	2

Students will be required to observe proper sequence of courses, and to concentrate their work on a few subjects, rather than scatter their efforts on many.

No student will be allowed to enroll for more than seventeen hours' work without consent of the faculty committee and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES

Students of Junior and Senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only, and then with reduced credit. Courses designed for ''Advanced Students and Graduates'' will not ordinarily be open to Freshmen and Sophomores.

THESIS

During the Senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular work. More credit may be given if the character and amount of the work merit it.

DESCRIPTION OF COURSES

PHILOSOPHY AND RELIGION

PROFESSOR WINGER

1. **Principles of Thought.** The aim of this course is prac-

tical rather than theoretical. The elements and processes of thought and reason will be studied, but the emphasis will be placed on the practical application in such a way that will suggest to students proper methods of study and thinking. Fall term, two hours.

2. **Principles of Conduct.** The aim of this course is to acquaint the students with the principles of conduct and to apply these principles to the practical problems of life. Winter term, two hours.

3. **Social Teachings of Jesus.** A special study of the teachings of Jesus on ethical and social questions, and the application of these teachings to present day problems. Spring term, two hours.

FOR ADVANCED STUDENTS

4. **Philosophy.** The aim of this course is to acquaint the advanced student with some of the prominent and interesting problems of Philosophy. The year's work is divided into three parts: (a) Fall term, 4 hours; The History of Philosophy. (b) Winter term, 4 hours; Problems of Metaphysics. (c) Spring term, 4 hours; Philosophy of Theism.

5. **Religion.** The aim of this course is to give students a comprehensive view of religion and its influence upon the world, together with the view that Christianity is the true and final religion. The work of the year is divided into three parts: (a) Fall term, 4 hours; History of Religion. (b) Winter term, 4 hours; Problems of Religion. (c) Spring term, 4 hours; Doctrines and Evidences of Christianity.

6. **Research Work.** The aim of this course is to give to advanced students in Philosophy and Religion aid in the investigation of special problems. Special problems will be assigned together with references for study and research. Conferences, lectures, reports and reading. Credit will depend on the amount of work successfully completed.

HISTORY AND POLITICAL SCIENCE

PROFESSOR SCHWALM

1. **Bible History.** An historical survey of the events of the Bible from the Creation to the Apostolic Age. This course is described at length as Course 1, in the College Bible courses. College students are urged to take this course that they may become more familiar with the great events of Bible History. Four hours, three terms.

2. **American History.** A general course intended to give an

outline and general survey of the history of the United States from the discovery and exploration to the present. Special emphasis is laid on the leading movements and constitutional developments. Recitations, maps and assigned readings. Five hours, two terms.

3. **Greek History to Roman Conquest.** A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, art, literature, philosophy and religion. Daily, one term.

4. **Roman History to the Fall of the Empire.** While the political and military history is covered, special emphasis is placed upon the constitutional development, social and economical problems, Roman law, the later empire and the cause of the downfall. Daily, one term.

5. **Mediaeval History.** A survey of the changing events of the Mediaeval era. The conversion of the barbarian tribes, the feudal age and its problems, the development of modern nations, Mohammedanism, the crusades, Europe and the Papacy and the Renaissance. Daily, one term.

6. **Church History.** This course will give the student an outline view of the History of the Christian Church from the Apostolic Age to the present time. Special emphasis is put on (a) The Early Church before 600 A. D., (b) The Reformation, and (c) Modern Denominational Developments. This course should be preceded by as many of courses 3, 4, 5, and 8 as possible. Four hours, three terms.

7. **History of England.** A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, report on assigned readings, maps. Four hours, two terms.

8. **Modern Europe.** This course begins with Europe in 1500 A. D. and continues to the present time. Social and political developments are studied. Fall term. The Commercial Revolution, Renaissance and Reformation; Winter term. The Enlightened Despots, Ascendency of France, The French Revolution and Napoleon; Spring term. Europe since 1815, with emphasis on the growth of nationality and democracy. The Industrial Revolution and Socialistic Legislation. Advised for those doing only required work in History. Four hours, three terms.

9. **Research.** Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's

ability to do careful work, as well as to gain a greater insight into the real conditions of certain periods. The amount of credit given will depend upon the amount and character of the work done.

10. Teaching of History. A course for advanced students who expect to teach history in the High Schools. Planning of lessons and the teaching of those lessons to High School students under the direction of the professor in charge at hours to be arranged.

COURSES IN POLITICAL SCIENCE

1. American Government. In this course there will be made a thorough study of the American Government, as to its historical foundations, the theory and workings of the federal and state governments. A course of college civics. Five hours, one term.

2. Comparative Governments. This is a study of the governments of Europe. The governments of Great Britain, France, Germany, Italy and Austria-Hungary are studied and their workings carefully noted. Especially helpful to history students. Course 1 should precede this. Five hours, one term.

3. Political Science. A study will be made of the nature, origin, form and functions of the state, the boundary between states, interference and individual liberty, socialism and party government. A course full of interesting problems of current interest. Courses 1 and 2 should precede this. Five hours, one term.

4. Economics. A study of the principles of economics is followed by the discussion of a number of economic problems, such as money and banking, wages, interest, rent, transportation, agricultural problems and public finance. Five hours, one term.

ENGLISH

PROFESSOR SCHUTZ
PROFESSOR MRS. WAMPLER
PROFESSOR MRS. RANDOLPH

All students who graduate from the college will be required to complete courses 1a and 1b, or their equivalent. Regular college students should take these courses in the Freshman year. Some of the other courses alternate, determined by the demands and needs of the student body. At least sixty hours of these courses will be given each year.

1. English Literature and Composition Five hours, three terms: (a) Three periods a week devoted to a survey of English Literature from its earliest beginnings to the present time.

A study of the outstanding facts of English literary history as related to the rise and development of the various forms and schools of literature; (b) two hours a week devoted to rhetoric and composition, emphasizing the correct usages and forms of English prose with practice in their application. The course aims to train the student in the organization and expression of thought so that he may deal more satisfactorily with material in other departments of study. One theme will be required each week. Texts: Manley, "English Prose", "English Poetry"; Slater, "Essentials of Composition".

2. **Shakespeare and Dramatic Literature.** A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction.** The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Chief American Poets.** Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, Spring term.

FOR ADVANCED STUDENTS AND GRADUATES

9. **Early English Poetry.** A study of the work of Chaucer, Spenser and Milton. Four hours, Fall term.

10. **Eighteenth Century Literature.** Selections from Addison, Pope, Johnson, Goldsmith and others. Four hours, Winter term.

11. **Romantic Literature.** A study of the Romantic movement and some of the chief poets of that age: Wordsworth, Coleridge, Shelley, Keats and others. Four hours, Spring term.

12. **Nineteenth Century Poetry.** A critical and interpretative study of masterpieces from Tennyson, Arnold and others. Four hours, Fall term.

13. **Nineteenth Century Prose.** The reading and careful study of selections from the works of such great prose writers as Macaulay, Carlyle, Newman, Emerson and others. Lectures and reports. Four hours, Winter term.

14. **Browning.** A critical and appreciative study of the poetry and philosophy of Robert Browning. Four hours, Spring term.

15. **English Essays.** This course introduces the student to the best English prose by a general survey of the great English essayists. Four hours, Spring term.

16. **Representative American Essays.** The purpose of this course is to introduce the student to the more fundamental and

far-reaching movements of thought of our times. A selection of the best essays by representative American scholars will be used. Four hours, Fall term.

17. **Advanced Composition.** A study will be made of the following types: Editorial, News Item, Familiar Essay, Satire, Literary Criticism, Research Essay. Prerequisite courses 1a and 1b. Two hours, Fall and Winter terms.

18. **Literary Criticism.** A study of the principles of literary criticism, with practical exercises in their application to various literary forms. Noted essays in literary criticism will be read. Four hours, one term.

19. **Poetics.** Study of poetic forms. Four hours, one term.

20. **Teaching High School English.** This course is interesting for Seniors who are preparing to teach English Literature and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study and special problems involved in the teaching of the subject will be given careful attention. Three hours, one term.

PUBLIC SPEAKING AND DEBATING

21. **Beginning Expression.** This course offers fundamental principles for oral reading, vocal expression, phonetics and some story telling. Three hours, three terms.

22. **Literary Interpretation.** This work is a continuation in expressional phrasing, based upon Browning, Shakespeare, Kipling, Tennyson, Masters, Lanier, etc., besides platform reading, vocal expression and dramatic study.

23. **Public Speaking.** This course aims to present in a practical way the essentials in all departments of speaking. It offers a logical way to extemporaneous speaking. It makes a study of the oral rhetorical style; matters of speech and the delivery of the same. Two hours, three terms.

24. **Argumentation and Debate.** A close study of the theory of argumentation and debating will be made together with practice in brief-making. Class debates on leading questions of the day will be held. Four hours, Fall term. Two hours, Winter term.

25. **Orations.** This course includes the writing and delivery of formal original speeches with criticism from the instructor. Special emphasis will be placed upon the oration as it must be developed for debating. Two hours, Winter term.

26. **Extemporaneous Speaking.** A study of the different forms of informal speeches. Methods of preparation, and forms of delivery. Practice in extempore speaking on current topics and such as the debater must use in rebuttals. Two hours, Spring term.

27. **Parliamentary Law.** In this course there will be a careful study of the rules that govern deliberative bodies. Roberts's Rules of Order will be used. Two hours, Fall or Winter term.

SOCIOLOGY

1. **Foundation of Sociology.** The aim of this course will be to acquaint the students with social facts and forces in order that they may better learn the art of living together in the great society of which they are a part. Four hours, Fall term.

2. **Social Pathology.** This course will deal with social problems—charity and correction, degeneracy, poverty, race, immigration, and changed industrial conditions following the war. Four hours, Winter term.

3. **Educational Sociology.** The purpose of this course is to make a general introductory survey of the field of Sociology with especial reference to education, which prepares youth for society. Prerequisite, two terms of Sociology or Psychology. Four hours, Spring term.

4. **Social Survey.** This course is an investigation of an institution or community for the purpose of ascertaining their needs and the methods applying help to those needs. It is a means of social control and should be of special interest to the teacher, preacher and social worker. Four hours, Spring term.

5. **Rural Sociology.** The Social Needs of the community; schools; churches; clubs; granges and other social institutions; advantages of rural life; relation of land and labor; charitable institutions; sanitation; health; attractive homes. One term, four hours.

6. **Social Teachings of Jesus.** A special study of the teachings of Jesus on ethical and social questions, and the application of these teachings to present day problems. One term, two hours.

EDUCATION

PROFESSOR PETERS
MISS DINIUS
MISS BOYD
MISS BOLINGER

1. **Introductory Psychology.** An introduction to the study of Psychology. The fundamental processes of the mind will be studied with special reference to their importance in education. Five hours, one term.

2. **Child Psychology.** A course dealing especially with the

psychology of childhood. A standard text will be used, but much time will be given to current literature on the subject. Four hours, Winter term.

3. **Advanced Psychology.** A study of one or more standard treatises of the subject, dealing with the more difficult phases of the mental processes and development. Five hours, Spring term.

4. **Class Room Management.** A special study of principles, plans and methods of organizing and directing the work of the class. Some time will be devoted to the study of Educational Measurements. Four hours, Fall term.

5. **Principles of Teaching.** A study of the processes and methods of teaching as they are determined by the nature and needs of the child. This course will present the general principles which determine the type of schools, choice of curricula, etc. Four hours, one term.

6. **School Systems and Management.** A study of the method of organization and management of schools. A comparative study of school systems will be made. Special emphasis upon rural and village schools. Special study will be made of the school laws of Indiana and Ohio. Four hours, one term.

7. **Principles of Secondary Education.** This course deals with the nature of the pupil, the purpose of the institution, the subjects to be taught and the organization. Fall term, five hours.

8. **Psychology of High School Subjects.** A treatise of the psychological principles involved in the teaching of the high school subjects. Winter term, four hours.

8. **School Administration.** A course dealing with the problems of administration, supervision and organization of the public school. Spring term, four hours.

10. **History of Education.** This course treats the development of public education in the United States, from the early colonial period to the present time. Fall term, four hours.

11. **History of Education.** A course tracing the educational development of the human race from oriental nations, through Greece, Rome and Mediaeval times to the present. Four hours, Winter term.

12. **Primary Methods.** A special study of the methods and devices as applied to primary school work. One hour each week of this course will be devoted to Observation and Plan Writing. Four hours, Fall and Winter terms.

13. **Common School Methods.** A study of the special methods of teaching the common school subjects. Two hours of Observation and one of Plan Writing will be included in this course. Five hours.

14. **High School Methods.** A course in the special methods of teaching as applied to the high school subjects. Two hours of this course will be devoted to Observation in the college High School. Four hours.

15. **Supervised Teaching.** (a) Those preparing for elementary school teaching will do supervised teaching in the training school, under the direction of the head of the department and the critic teachers. (b) Those preparing to teach in high school will do supervised teaching under the direction of the head of the department and the principal of the high school.

ANCIENT LANGUAGES

PROFESSOR REBER

GREEK

1. **Elements of Greek.** The elements of Greek as found in the beginners' text. Grammar and composition with much drill on forms. A beginning of easy readings. Four hours, three terms.

2. **New Testament Greek.** Reading and interpretation of different books and gaining a familiarity with the Greek of the New Testament. Special attention to Greek syntax. Four hours, three terms.

3. **New Testament Study in Greek.** One or more books of the New Testament will be selected for exegetical study on the basis of the Greek text. Open only to those who have completed courses 1 and 2. Two hours, three terms.

4. **Homer's Iliad and Odyssey.** Selected books of each. Given only when a sufficient number of students desire it. Two hours, three terms.

LATIN

1. **Livy.** Selections from Books 1, 21 and 22. **Cicero.** De Senectute or De Amicitia. **Horace.** Odes and podes. Prose Composition half year, based on Livy and Cicero. Four hours, three terms.

2. **Horace.** Ars Poetica, Satires and Epistles. **Cicero.** De Dratore. **Tacitus.** Agricola and Germania. General view of Latin literature. Three hours, three terms.

3. **Juvenal.** Satires. Select letters of **Pliny** and **Cicero.** **Terence, Phormio.** Two hours, three terms.

MODERN LANGUAGES

PROFESSOR VOSE

1. **Elementary French.** Grammar, pronunciation, conversation and reading of easy prose. Four hours, three terms.

2. **Sophomore French.** Review of grammar and syntax. Advanced composition and the reading of French classics. Four hours, three terms.

3. **Advanced French.** Course to be outlined by the professor in charge. Four hours, three terms.

4. **Elementary Spanish.** Pronunciation, grammar and reading of easy prose. Four hours, three terms.

5. **Elementary German.** German grammar, reading of easy prose with practice in conversation and writing German. Four hours, three terms.

6. **Sophomore German.** Fall Term—Modern prose, such as Heyse's l'Arrabiata or Arnold's Fritz auf Ferein. Winter Term—Heine's Die Harzreise. Spring Term—Schiller's Wilhelm Tell, Prose Composition and Grammar, Review with conversational exercises. Four hours, three terms.

MATHEMATICS

PROFESSOR DOTTERER

1. **Trigonometry.** The student becomes familiar with the use of tables of trigonometric ratios and logarithms. The properties of angles are thoroughly discussed, and development of the essential formulae in their general form will be required. Winter term, daily.

2. **College Algebra.** This course presupposes that there has been a good foundation made in the Elementary Algebra. Besides a review of quadratic equations, the course includes indeterminate equations, ratio and proportion, variation, theory of limits, the binominal theorem, partial fractions, permutations and combinations and determinants. Special effort will be made to give the logarithmic and exponential series their just share of the time. Fall term, daily.

3. **Analytic Geometry.** This work deals principally with Plane Analytic Geometry. A detailed study of all the conic sections is made. Equations are studied in both the Cartesian and Polar systems of co-ordinates. Loci of the first, second and higher orders are considered. Part of the second term will be devoted to Solid Analytic Geometry. The second term of this course may be taken simultaneously with course 4. Daily, two terms.

4. **Differential Calculus.** This course includes the differentiation of algebraic and transcendental functions, the development of continuous functions, evolutions of illusory forms, determination of maxima and minima, and application to the theory of curves. One-half year daily.

5. **Integral Calculus.** The work embraces forms, the ele-

mentary transformation, and the general methods of reduction by partial fractions, rationalization, parts, substitution and series, with geometrical application. One-half year, daily.

6. **Projective Geometry.** A development of projective geometry from a purely synthetic standpoint. Fundamental forms of the first and second order: involution with applications: quadratic transformations: point systems and space systems projectively related, with some study of space curves. Regularly taken in Junior or Senior year. One-half year. Four hours. Prerequisites, Mathematics 1, 2, 3.

7. **Differential Equations.** This course embraces the study of the theory of ordinary and partial differential equations, simultaneous equations, and ordinary and partial differential equations of higher orders. Prerequisites, Mathematics 1-5. One-half year, four hours.

8. **Solid Analytics.** This course extends the principles of Plane Analytic Geometry to space. Prerequisites, Mathematics 1, 2, 3. One term, four hours.

9. **Mechanics.** A course in the theory and problems of kinematics and dynamics. The latter is considered under its two heads—statics and kinetics. It is the purpose of this course to deal with both the mathematical and practical problems of these subjects. Prerequisites, Mathematics 1-5 and 7.

10. **Teaching of Mathematics.** A course dealing with the nature of arithmetic, algebra and geometry. Special attention to present methods of teaching high school mathematics. Also careful attention is given to the value of mathematics as a study. Four hours, one term.

PHYSICS

1. **General Physics.** This course gives a general treatmen of the entire field of Physics and is given under the following heads:

(A) Mechanics—A study of kinematics and dynamics. The latter is treated under the heads of statics and kinetics. Four hours, Fall term.

(B) Heat, Sound, Light. Five hours, Winter term.

(C) Electricity and Magnetism. Four hours, Spring term

Two double periods a week are devoted to laboratory work This is mainly a descriptive course; however, a reasonable number of problems are solved.

2. **Electricity and Magnetism.** This is a more advanced discussion of this topic and is dealt with from a mathematica rather than a mere descriptive point of view. A number o experiments are performed from time to time. Prerequisites Physics 1 and Mathematics 1-5. Four hours, one term.

3. **Light.** An advanced theoretical and mathematical treatment of this subject including some experimental work. Prerequisites, Physics 1 and Mathematics 1-5. Four hours, one term.

4. **Heat.** An advanced treatment of this subject largely from a theoretical standpoint. A large number of Mathematical problems are solved. Occasional experiments are performed. Prerequisites, Physics 1 and Mathematics 1-5. Four hours, one term.

CHEMISTRY

PROFESSOR KINTNER

1. **General Chemistry.** A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory work and recitations. Practice in qualitative analysis. Daily, three terms.

2. **Qualitative Analysis.** A course in the separation and identification of the common compound. Dry and "wet-way" analysis. One recitation and four laboratory periods per week. One term.

3. **Quantitative Analysis.** A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is prerequisite. Four hours, three terms.

4. **Organic Chemistry.** A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Four hours, three terms.

5. **Inorganic Preparations.** A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3, a prerequisite. Daily, one term.

6. **Physical Chemistry.** A general course in Physical and Theoretical. Course 3, a prerequisite, except by special arrangements. Daily, three terms.

BIOLOGY

1. **Botany.** A study of typical specimens of the plant kingdom from lower to higher forms, including some of the general principles of physiology, ecology and pathology. Four hours, three terms.

2. **Zoology.** The year's work is divided into two parts: (a) Invertebrate Zoology. Eighteen weeks. A study of the lower forms of animal life. (b) Vertebrate Zoology. Eighteen weeks. A comparative study of vertebrate animals. Four hours per week.

3. **Cellular Biology.** Maturation and fertilization cell divis-

ion, etc. Laboratory methods of fixing, staining and embedding. Open to students who have completed course 1. One term.

4. **Embryology.** Study of the early stages of some typical vertebrates, including formation of germ layers, early stages of body organs. Embryological theories will be studied and attention given to methods of preparing embryos and slides. Open to those who have completed course 2. One term.

5. **Heredity.** Physical basis and laws of variation and heredity. Some of the facts and theories developed by recent research. Eugenic measures, etc. One term. Open to those who have completed course 2.

6. **Vegetable Histology.** A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

7. **Dendrology.** Trees and shrubs. Practice in identification in both winter and summer condition. A dendriological herbarium is required. One term.

GENERAL SCIENCE

PROFESSOR IKENBERRY

1. **Geology.** Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

2. **Astronomy.** A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

3. **Physiology.** A course in general physiology, consisting of classroom recitation supplemented by laboratory exercises and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily, one term.

4. **Surveying.** By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

5. **Mathematical Astronomy.** A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determinatants of longitude, the recurrence of eclipses and perturbations. One term, daily.

PREMEDICAL COURSE

Many young people are interested in a medical education.

Such a course always includes a certain amount of regular college subjects. Manchester College has made definite arrangements with Ohio State University by which the following course will be given full credit in the School of Medicine. A student who completes this course may continue his course in the university. After two years' work there Manchester College will grant him his B. S. degree. Another two years' work will enable him to complete the course required for Doctor of Medicine.

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. (5)	Qual. Anal. (5)
Physics (4)	Physics (4)	Physics (4)
English (2)	English (2)	English (2)
Mod. Lang. (5)	Mod. Lang. (5)	Mod. Lang. (5)

SECOND YEAR

Qual. Anal. (5)	Inv. Zool. (2)	Vert. Zool. (4)
Inv. Zool. (4)	Vert. Zool. (?)	Elective (5)
Psychology (5)	Embryology (5)	Elective (2)
Elective (2)	Elective (2)	
Organ. Chem. (5)	Org. Chem. (5)	

The English will be Composition, unless student should be excused by virtue of ability in subject. In that case the student can take a course in Literature.

The five hour elective may be mathematics, history, sociology, etc.

The two hour elective should be Physical Culture or Hygiene.

Normal School

FACULTY

Otho Winger, A. M., L. L. D., Pres.	Philosophy and Sociology
L. D. Ikenberry, A. M., L. L. D., Vice-President	Science
V. F. Schwalm, A. M., Dean	History and Political Science
W. W. Peters, A. M.	Head of Educational Department
Edward Kintner, A. M.	Chemistry and Biology
D. C. Reber, A. M., Pd. D	Latin and Greek
A. R. Eikenberry, A. M.	Agriculture
J. E. Dotterer, A. M.	Mathematics and Physics
J. R. Schutz, A. M	English and Sociology
Sadie Stutsman Wampler, A. M.	English and Reading
Marguerite Delk, A. B.	Domestic Science
Veda M. Vose, A. M.	Modern Languages
Lillian Dinius, A. B.	Critic Teacher
Anna Boyd, A. B.	Critic Teacher
Wilma Bollinger, B. E.	Critic Teacher

GENERAL STATEMENT

The purpose of the Normal School is to give a thorough training to teachers for the elementary grades and the high school. The work of this department for the past ten years has been such as to gain a wide recognition in Indiana, Ohio and other states.

The Normal School was accredited for classes "A" and "B" in 1907; and for class "C" in 1909. For years the summer school has been accredited by the Ohio State Department of Public Instruction, while practically full recognition has been given by Ohio to all the work done. Excellent recognition has been gained in other states. Hundreds of successful teachers in the grades, in the high schools and in college have received their training in this school.

Manchester College Normal School is now recognized both by Indiana and Ohio as an accredited school to give the two and four year courses, which lead to the provisional certificates and to a life license.

COURES OF STUDY

The following are approved and suggested Professional Courses as recommended by the Indiana State Board of Education:

1. **Class A.** The first term's work of the two-year curriculum recommended as follows:

(a) Introduction to education, 5 hours.
(b) Special method (with directed observation), 5 hours.
(c) Teacher's course in elementary school subject, 5 hours.
(d) One subject of college grade, 5 hours.

One year of standard college work will be accepted for Class A.

2. **Class B.** The second term of the two-year curriculum as follows:

(a) Principles of teaching or child psychology, 5 hours.
(b) Special method (with directed observation), 5 hours.
(c) Teacher's course in elementary school subject, 5 hours.
(d) One subject of college grade, 5 hours.

One year of standard college work above the twelve weeks for Class A will be accepted for Class B.

3. **Thirty-six Weeks.** The first year's work of the two-year curriculum. Any one of the following courses will be approved:

(a) One year of straight normal work.

(b) Class A and B, plus twelve weeks of additional normal training.

(c) Classes A and B, plus ten semester hours of college work (summer session).

(d) Class A (12 weeks) and one year of college work.

At least forty-five term hours' (thirty semester hours') credit must be earned to count as Thirty-six Weeks' Approved Training.

CERTIFICATE OF PROFESSIONAL TRAINING IN INDIANA

On completing each course, the student is given the corresponding certificate of professional training.

The following grades of certificates of professional training have been authorized by the State Teachers' Training Board:

1. **Class A. .For Beginning Teachers.** Based on twelve weeks of approved normal training with at least five hours of professional credits; or on one year of standard college work.

2. **Class B. For Twenty-four Weeks' Training.** Based on a second twelve weeks of normal training continued as above; or on a year of standard college work above Class A.

3. **One Year Certificate. For Teachers With One Year's Training.** Based on thirty-six weeks of approved professional training with at least ten hours' credit in profesisonal studies.

4. **Elementary Provisional. .For Graduates of an Approved Two Years' Course.** Based on a two-year normal training course with at least twenty-one term hours of professional credits, including observation and supervised teaching.

5. **Class C. For Graduates of a Standard Three or Four**

Years' Course. Based on a three years' standard normal or four years' standard college course, with at least one-sixth in professional credits.

6. **High School Provisional. For Graduates of an Approved Four Years' Course.** Based on a four-year standard college or normal college course with at least one-fifth the total number of credit hours in professional studies including observation and supervised teaching.

NORMAL ENGLISH COURSE

1. This course is designed to encourage high school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this should be the minimum preparation for so important work.

2. The completion of a high school course or its equivalent is a prerequisite for taking this course.

3. This course is planned to meet the requirements of both Indiana and Ohio for the first year of the approved Two-Year Teacher Training Course.

4. Indiana students completing the above will be granted the "A" and "B" certificates.

5. Those preparing to teach in Ohio must take at least one-half of their work in professional subjects as follows: Psychology, Methods and Observation, Primary Methods, History of Education, Principles of Teaching, Classroom Management and Supervised Teaching. There must be at least three content and special methods courses in elementary subjects.

6. Those who complete this course satisfactorily will be awarded a diploma, and the B. E. degree.

TWO-YEAR ELEMENTARY TEACHERS' COURSE

This Two-Year Elementary Course is for teachers who desire to prepare for the work of the grades. Those who complete this course will receive from the state a provisional elementary certificate valid for four years. At the end of your years and upon the completion of two years' successful teaching experience in the public schools, there will be issued by the state a life certificate to teach in the elenmentary schools of the state. Credit for the Two-Year Course is allowed on the Four-Year Teachers Course.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equivalent is required for entrance to this course. A minimum of ninety hours of prepared work and of sixteen hours of unprepared work is required for graduation. Unprepared work means such subjects as penmanship, physical culture, drawing, public school music, which are required of all graduates. One pre-vocational subject and hygiene are also required of all graduates. A "Term Hour" consists of one recitation a week for twelve weeks.

PROFESSIONAL WORK

The following gives the minimum of hours approved in professional subjects in Indiana:

Introductory Psychology	5 hours
Child Psychology	5 hours
Classroom Management	2 hours
Principles of Teaching	5 hours
Public School Systems	2 hours
Special Methods in English, History, Geography and Arithmetic	3 hours
Supervised Observation and Teaching	5 hours

For Ohio Teachers. The above courses apply, but enough additional professional subjects must be taken to make a total of forty-five hours.

Literary Subjects. The remainder of the ninety hours of required work should be taken from the college and normal courses such as English, History, Sociology, Biology, Mathematics, Teachers' Courses in Elementary Subjects, Physiology and Hygiene.

FOUR-YEAR HIGH SCHOOL TEACHERS' COURSE

This Four-Year Course is for teachers who desire to teach in high school. Those who complete this course will receive from the state a provisional high school certificate, valid for four years, to teach in those subjects in which he has earned two full years' credit. At the end of four years and upon the completion of two years' successful teaching expreience in the high school, there will be issued by the state a life certificate to teach in the high schools of the state.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equivalent is required for entrance to this course. A minimum of 144 weeks of regular study, with a minimum of fifteen hours of recitation per week is required for graduation. The student must complete all courses satisfactorily.

PROFESSIONAL SUBJECTS

Thirty-six hours will be required in professional subjects: Psychology, Principles of Teaching, History of Education, School Administration, Methods, Psychology of High School Subjects, Observation and Supervised Teaching.

LITERARY SUBJECTS

The literary part of the student's program should not be too much scattered, but concentrated in a few lines of work. The student should have two years of college work in each subject he will teach in high school, and for which he will be granted the provisional certificate.

SPECIAL COURSES

have been provided for those who expect to teach and supervise such subjects as music, art, domestic science, etc. These will be outlined under the respective departments.

OHIO NORMAL REQUIREMENTS

Manchester College takes a deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio. Many Ohio teachers have received their normal training here. This institution desires to meet all the requirements of the state so that it may be in position to serve its constituency well.

The normal work of Manchester College is fully accepted in Ohio. The Summer Schools have been formally accredited since 1914. The state board has also accepted the work done by students for the one, two and four-year courses.

Students who complete the one-year normal work receive the provisional certificate as it is granted in Ohio to those completing the one-year course. This one year of normal work is outlined under the Normal English course. This work will apply on the two-year course.

The two-year course leading to the provisional certificate demands that the course shall include thirty semester hours (forty-five term hours) of professional studies with a certain minimum in each. These professional subjects are found in the Department of Education in the college. The student will find the courses given in these and the teachers' common school subjects sufficient to equal this two-year course.

Those who desire to prepare to obtain the high school provisional certificate should major in the Department of Education in the college. Five hours of Observation and Supervised Practice teaching will be required and not less than three hours of each of the following subjects: History of Education; Methods of Teaching, General or Special; School Organization, including School Management, Classroom Management and School Laws, and Psychology. The remainder of the forty-five hours required for graduation may be selected from these subjects or from Sociology, Ethics and Philosophy. Note the summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE

The College of Liberal Arts, Manchester College, now offers enough work in Education that students who are working for the A. B. degree can take their major work in that department. At least forty-five hours, or nine terms, in this department are required for major work. Another fifteen hours may be taken in the allied subjects of Sociology and Philosophy. The courses offered are described under the College Department and are as follows:

Educational Psychology	Thirty-six weeks
Principles of Teaching	Twelve weeks
Special Methods and Directed Observation	Twenty-four weeks
School Administration	Twelve weeks
History of Education	Twenty-four weeks
Modern School Systems	Twelve weeks
Special High School Methods	Twelve weeks
Principles of Secondary Education	Twelve weeks
Supervised Practice Teaching	Twenty-four weeks
Primary Methods	Twenty-four weeks
Classroom Management	Twelve weeks

COLLEGE TRAINING SCHOOL

The Training School established on the college grounds has won a reputation for thorough, standard, well-organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformly expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where practice teaching may be done. In these three schools there will be ample provision for practical work.

DESCRIPTION OF COURSES

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Public School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic. This will both give the content of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to everyday practical problems of life.

Grammar. The aim of this course is to present the fundamental principles of English Grammar, not merely as a formal subject, but as a thot subject as well. Methods of teaching the correct use of English in the early grades, and of formal grammar in the later grades, will be emphasized.

Reading. The student will be taught the proper method of expression through getting the thot to be expressed. The best method of teaching beginners will be presented. There will be some study of the best books for children considered.

Geography. This subject will be more than review. It will endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught. The earth as the home of man will be much more interesting when the child sees it as his home. How to present the subject in this way will be made clear.

History and Civics. The fundamental facts of our country's history will be studied. Civic problems will be studied in their proper connection. Present day movements and civic problems will be studied with care. Also the best method whereby the teacher can present the subject in an interesting and helpful manner.

Physiology and Hygiene. These subjects go hand in hand. Physiology too often has been a useless study because the care of the body was not emphasized. This course aims to help the teachcer be of help to the child and the home through a proper, skillful presentation of proper facts. Special attention given to problems of sanitation, such as city housing, drainage, water systems, prevention of disease, etc.

Bible School

FACULTY

Otho Winger, D. D., L. L. D.	Philosophy and Religion
V. F. Schwalm, A. M.	Church History
R. C. Wenger, B. D., A. M.	Biblical Theology
H. S. Randolph, A. M.	Practical Theology
D. C. Reber, A. M., Pd. D	New Testament Greek
R. H. Nicodemus	Biblical Literature
C. A. Wright, A. B., B. D.	Lectures and Institutes
Sadie Stutsman Wampler, A. M.	Bible and Hymn Reading
B. F. Wampler	Sacred Music
D. W. Boyer	Sacred Music
J. W. Norris	Evangelist
T. E. George, Ph. D.	Lecturer

GENERAL STATEMENT

The aim of the Bible School is to furnish abundant opportunity to all literary students for Bible study and to give training and inspiration to ministers, missionaries, Sunday School teachers, and Christian workers. The ultimate object is the enrichment of the students' spiritual life and to prepare them for the most efficient Christian service. The Bible is believed and taught as the inspired word of God, and the following courses aim to emphasize the importance of the teachings of this one great Book.

OUTLINE OF COURSES

OLD TESTAMENT COURSES

1. **Bible History.** This course is a survey of the events of sacred history as recorded in the old testament, from the creation to the captivity. In the light of the historical data the purpose of each book is determined. The significance of these events in the unfolding of the plan of salvation is carefully studied. The geography of the Bible lands and the sociological conditions of the times will be duly emphasized. Four hours, Fall and Winter terms.

2. **New Testament Times.** This course is a history of the Jewish people from the captivity to the birth of Jesus. It includes a careful study of the social, political, and religious conditions of Palestine during these times. Four hours, Spring term.

3. **Hebrew Poetry.** A study of the poetical books of the Old Testament, with special emphasis upon the Psalter. There will be a careful exegetical study of different Psalms. The general structure and characteristics of Hebrew lyric poetry will be studied. Four hours, Fall term.

4. **Hebrew Prophecy.** This is a general study of the Hebrew Prophets. Sufficient parts of the prophetic books will be studied to throw light upon the life mission and messages of these men of God. Four hours, Fall term. Courses 1 and 2 are prerequisite.

5. **Exegesis of Prophecy.** An advanced study of the predictive element of the Old Testament Prophecy . The various lines of prophecy will be considered in their relation to the New Testament age and the future. Careful attention will be given to social, political, and religious conditions of the times. Due consideration will be given to the various possibilities of interpretation. Courses 1, 2 and 4 are prerequisite. Four hours, Fall term.

NEW TESTAMENT COURSES

6. **Life of Christ.** For this course the gospel of Luke will be used as a basis. The history of the life of Christ as given by the four gospels will be traced. The geography and chronology of these events will be given sufficient attention to impress them upon the student's memory. A harmony of the four gospels will be worked out carefully from the daily study. Four hours, Fall term.

7. **Teaching of Jesus.** In this course Matthew's gospel is taken as a basis for study. It includes a careful exegesis of the entire book, with special emphasis upon the Sermon on the Mount and the Parables. Four hours, Winter term.

8. **Character of Christ.** An advanced study of the many sided character of Christ, emphasizing His conduct under all circumstances. Special emphasis will be placed upon such subjects as,—The Temptation, Sinlessness, Poise, etc. Prerequisites, courses 6 and 7. Four hours, Spring term.

9. **Acts and the Life of St. Paul.** This is an advanced study in which not only the historical and geographical facts are studied, but also the fundamental doctrines of the book of Acts. Special attention will be given to the life and mission of the Apostle Paul. Four hours, Spring term.

10. **Epistle to the Hebrews.** As an introduction to the study of the book there will be a general survey of the ceremonial law and religious institutions of the old testament. The teachings of this book will then be studied in the light of these old testament institutions. Four hours, Winter term.

11. General Epistles. An exegetical study of the epistles of James, Peter, John and Jude. Four hours, Winter term.

12. Earlier Pauline Epistles. This course includes a careful exegetical study of the epistles to the Thessalonians, Corinthians and Galatians. The historical circumstances of the writing, and the doctrines taught will be given careful attention. Four hours, Spring term.

13. Later Pauline Epistles. .A careful exegetical study of the epistles to the Philippians, Ephesians, Colossians, Philemon, Timothy and Titus. The occasion, circumstances and the purpose of the writing will be studied in each case. Special attention will be given to the doctrinal teachings of Paul. Four hours, Fall term.

14. The Gospel of John. .A careful study of the gospel, historically and doctrinally. The student will be expected to outline the book in detail. Difficult portions will be studied carefully. Prerequisite New Testament courses 6 and 7. Open only to Seniors and Graduate Students. Four hours, Winter Term.

15. Romans. A careful study of this most profound production of St. Paul. The student will be asked to write a brief proposition for each paragraph of the letter. The doctrines of Sin, Justification, Sanctification and Election will be carefully studied. The student will also be asked to present a written introduction to the letter and a term paper upon some allied subject. Open only to Seniors and Graduate Students. Four hours, Spring term.

16. Revelation. A careful study of the book, taking into account all the historical circumstances of the writing, various possible and suggested interpretations and a detailed study of certain portions of the book. Open only to Seniors and graduates. Four hours.

17. The Doctrine of Prayer. An intensive study of this subject as taught in the Bible. Special attention will be given to the teachings of Our Lord on this subject, and of the examples of His own prayer life. Its purpose is devotional and it aims to reveal the power and blessing of prayer. Two hours, two terms.

18. Christian Nurture and Personal Work. This course aims (1) to give students help in overcoming their own difficulties and deepening their spiritual life, and (2) to enable them to help others who have difficulties and hindrances in Christian growth. Two hours, one term.

19. Parables. This course aims at a thorough study of the Parables of both the Old and New Testaments. The Parables of the Bible will be studied to ascertain the teaching intended and direct application to life will be made. Two hours, two terms.

20. **The Holy Spirit.** This is a study of Bible texts and events that set forth the power and work of the Holy Spirit through individuals and the Christian church. Two hours, one term.

21. **New Testament Greek.** This course presupposes a year's work in classical Greek. Careful attention will be given to principles of New Testament Greek syntax, modes and tenses. The Gospel of John and other portions of the New Testament will be read. Three terms, four hours.

RELIGIOUS PHILOSOPHY

22. **Christian Ethics.** It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the teaching of the New Testament to practical problems. Two hours, Fall and Winter terms.

23. **Problems of Religion.** A study of some of the persistent problems of religion, that have been the concern of men in all ages. Some literature on the psychology and philosophy of religion will be studied. Four hours, Winter term.

24. **Theism.** This course presupposes two terms in Philosophy. A careful study will be made of the evidences and practical demands for the truth of God's existence and His relation to the world. Four hours, Spring term.

25. **Christian Evidences and Doctrines.** A study of the principles and practices of the Christian religion in contrast with other religions, noting the claims of Christianity as the true and final religion. Open to those who have had courses. Four hours, Spring term.

RELIGIOUS HISTORY

26. **History of Religions.** A comparative study of the origin, beliefs, practices and development of the great facts of mankind preceding the establishment of the Christian religion. Fall term, four hours.

27. **General Church History.** The aim of this course is to give to the student a connected view of the history of the Christian church from its beginning to the present day. Special attention will be given to the great doctrinal controversies, the Reformation and the rise of modern Protestant denominations. Four hours, three terms.

28. **Christian Missions.** The mission work of the Christian church in different ages will be outlined, placing special emphasis upon the great modern missionary movement. Two hours, one term.

29. The Church of the Brethren. A brief survey of the history of the church will precede a study of the position of the church in polity. Christian life and worship, ordinances and doctrines. Two hours, one term.

HOMILETICS AND PASTORAL THEOLOGY

30. The Theory of Preaching. The inductive method is used to discover the principles underlying the sermon and the preacher's preparation; sermons of various types are formulated illustrating the laws governing the material development and formal preparation of the sermon. Four hours, fall term.

31. Preparation and Delivery of Sermons. A practice course including class preaching; assisting the student in thinking out clearly and delivering effectively a definite, consistent and timely message. The principles developed in course one are applied in the preparation and delivery of the sermon with personal criticism as to its form and delivery. Two hours, Winter and Spring terms.

32. Organization and Pastoral Care of the Church. A study of the individual church as an organism; the organization of various groups so that there will be unity of work and diversity of responsibility for efficient service. The principles governing pastoral duties are developed from the nature of the church itself and from its relation to the community. Two hours, Winter and Spring terms.

33. Evangelism. A study of the New Testament idea of evangelism; a history of evangelistic revivals and of evangelistic preaching in the history of the Christian church; modern evangelism, methods of personal work, the experience of conversion; investigation of the methods and results of various forms of effort; reports of students upon their own practical work. Two hours, one term.

RELIGIOUS SOCIOLOGY

34. The Church and Society. A survey of the field and function of religion and the church in relation to recognized interests of modern society; what the evolving social order means to the church by the way her adjustment and possible service to the individual, family, neighborhood, industrial and civic conditions of the people. Two hours, Winter term.

35. The Church and Young People. A study of the physiology and psychology of adolescence; sociology of adolescent groups; history and criticism of young people's movements. Constructive programs of study, worship and service for young people are worked out. Each student must qualify for some particular leadership of young people. Two hours, Winter term.

36. **The Rural Church.** A group of the vast literature of the rural church problem; a study of the industrial, social, moral and religious factors of country life as they are related to each other; plans for expansion of the rural work; the church plant; co-operation and rural leadership. Four hours, fall term.

RELIGIOUS EDUCATION

37. **Principles of Religious Education.** A study that builds up a definition of education from a historical background, defines the task of the religious educator, gives an outline of the principles of the development of human nature in their moral and religious significance, and discusses the principles for the guidance of the moral and religious life in the light of the genetic psychology. Four hours, Fall term.

38. **Material of Religious Education.** An investigation and criticism of graded and other materials at present available for religious education; the natural interests of the developing spiritual personality and the most appropriate materials for a normal development; principles underlying the selection and preparation of lesson material; problems of the curriculum and correlation of the Sunday and week-day programs. Two hours, Spring term.

39. **Administration of Religious Education.** A study of the church as a teaching institution of grading of pupils; courses of instruction, curriculum; correlation; community extension, training in worship; service and missions; officers, supervision and training of teachers; architecture and equipment; finance, records and statistics. Four hours, Winter term.

40. **The Religious Education of the Adult.** A study of early maturity and of middle life; need and methods of religious education of parents, teachers and leaders of young people; and of the larger opportunities of the church and of adult development. Two hours, Spring term.

45. **Religious Instruction and Public Education.** A study of the principles envolved in public school credit for religious instruction; recent plans and experiments; opportunities of the church in daily religious instruction. Four hours, one term.

42. **Jesus the Teacher.** A study of the master teacher, the education, implication of his life and teachings; his attitude toward his pupils and message; his experiences which interpret the moral development of the individual; his method and educational principles. Four hours, one term.

43. **Sacred Music.** The music department offers courses in voice culture, chorus singing and special training for those who

become leaders of song. Drills are given in the rudiments of music in connection with songs, hymns, choruses and anthems.

44. **Bible and Hymn Reading.** A course of study in expression that gives training in reading correctly and impressively sacred hymns and Biblical texts.

PRACTICAL WORK COURSES

Under the direction of this department opportunity is offered for students to engage in different lines of Christian service.

Home Visiting. On Sundays students from the college visit the aged and sick in North Manchester and community. It is excellent practice and preparation for that important Christian duty in local church work.

Community Service. The Mission Chapel furnishes a home and center of many helpful community activities. A Sunday School is conducted, a library and reading room maintained, girls' sewing classes and boys' work course conducted. This gives the students many opportunities of working both with children and older people.

Deputation Work. Members of the Volunteer Mission bands go to surrounding churches for missionary programs. This also affords opportunity for younger ministers to gain practice in preaching.

TWO YEARS' COURSE FOR SUNDAY SCHOOL TEACHERS

The Sunday School is receiving more attention today than ever before. The Sunday School is deserving of, and demanding, better helpers. There is no work more worthy of our very best efforts. There are many young people who could do a great work for the church by making a good preparation for service in the Sunday School.

This two years' course should include twenty-four major courses of four hours each, or the equivalent, together with such supplementary and practical work as will develop the power of expression. The following courses from the curriculum must be included in this course: 1, 2, 6, 7, 9, 12, 17, 18, 34, 35, 36, 37, 38, 39, 42. The remainder of the course may be selected from the Bible School curriculum or from the College of Liberal Arts.

To those who successfully complete this course a diploma will be granted.

TWO YEARS' COURSE FOR PASTORS

One of the greatest needs of the church today is the need of spiritual and efficient pastors for our churches. The Bible School has increased its faculty and enlarged its curriculum to meet the needs of our ministers and of young men who may prepare to fill the many places that are calling for help.

This two years' course should include twenty-four major courses of four hours each or the equivalent, together with such supplementary and practical work as will develop the power of expression. The following courses from the curriculum must be included in the student's course: 1, 2, 6, 7, 9, 11, 12, 18, 29, 30, 31, 32, 35, 36, 37, 42. The remainder of the course may be elected from the Bible School curriculum or from the College of Liberal Arts.

To those who successfully complete this course a diploma will be granted.

ARTS SEMINARY COURSE

This course leads to the regular A. B. degree. It is designed for the students who expect to complete the regular seminary course. By proper selection of courses of study the student may complete a regular seminary course in two years after completing his college work. To do this, the student must complete forty-five hours strictly Bible work from courses 1 to 15. Another forty-five hours should be chosen from courses 16 to 30, or from the departments of Philosophy, Religion, Sociology, Education and Expression in the College of Liberal Arts. The graduates from this course will receive two years of advanced standing in Bethany Bible School. Students who take this course must not expect later to receive full recognition by the state on professional teachers' courses. This course is primarily designed to lead to the seminary course.

SEMINARY COURSE

This course offers three years intensive Bible study for the student who desires to specialize in this department. The completion of a high school course or its equivalent, is a necessary prerequisite for graduation. Thirty-six major courses of four hours each are required for graduation. Of these, thirty courses must be selected from the Bible School curriculum. The remaining courses may be chosen from the department of Philosophy, Sociology and Education. The B. S. L. degree will be granted to those who successfully complete this course.

Graduates of the College of Liberal Arts may receive the B. D. degree in two years provided they have credits on their college courses for the following:

(a) Forty-five hours from courses in Bible History and Literature, Bible Doctrines, N. T. Greek and Homiletics.

(b) Forty-five hours from courses in Church History, Religious Education, Philosophy, Religion, Sociology, Psychology and Expression.

The course of study for the additional two years seminary work must be chosen in consultation with the Bible School faculty.

SPECIAL BIBLE TERM

The first and second week in January of each year is appointed as the time for a Special Bible Term. All-day programs are held in the College Chapel, consisting of recitations, lectures and sermons. Special portions of the Bible and topics of special interest to the church are studied and discussed. Besides the regular members of the faculty, able teachers from other schools, as well as men and women of practical experience, are secured. Evangelistic services are held each evening. There is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various churches to spend two weeks together in study, worship and Christian fellowship. The college extends a warm welcome to each and all, and will use every means possible to make the work pleasant and profitable. A special bulletin will appear later announcing the work more fully.

AFFILIATION WITH BETHANY

Arrangements have been made for an exchange of credits with Bethany Bible School on the following basis:

1. Graduates of the Liberal Arts course of Manchester College may complete the seminary course at Bethany Bible School in two years and receive the B. D. degree provided the graduate has credits on his college course for the following:

(a) Forty-five hours from courses in Bible History and Literature, Bible Doctrines, New Testament Greek and Homiletics.

(b) Forty-five hours from courses in Church History, Religious Education, Philosophy, Religion, Sociology, Psychology and Expression.

2. Graduates of the Seminary course of Bethany Bible School may enter Manchester College and complete the Liberal Arts course, and receive the A. B. degree in two years. But such students must complete all of the required subjects for graduation from college.

3. Regularly enrolled students from either institution who may enter the other, will receive credit to an amount not to exceed forty-five hours from either group 1a or 1b above.

4. Regularly enrolled students after two years' work in either institutions, who may enter the other, and do four years additional work, will receive both the A. B. and B. D. degrees, provided they meet the requirement of prescribed subjects in each institution.

Agriculture

PROFESSOR EIKENBERRY

The constituency of Manchester College live largely on the farm. From them the institution receives not only financial support, but also the boys and girls. It is but right that the institution be prepared to give to these boys and girls such training that they may be fitted to return to the farm, better prepared for the activities of this important work. For this purpose the work of the agriculture department has been enlarged. Courses of a practical nature have been planned not only for young men but for young women as well. The age in which we are living demands that much attention be paid to this work.

It is intended that the courses offered in agriculture shall be organized so that credit will be given in any agricultural school. Special emphasis will be placed upon courses which are basic to further study in that particular line. Students intending to do work in agriculture should enroll in chemistry during their Freshman year.

AGRONOMY

1. **Soil Physics and Management.** Formation of soil materials; texture; structure; capillarity; surface tension; temperatures; aeration; prosity; drainage, relation of soil to crops; fertilizers and soil building. Lectures, quiz and laboratory. Two terms, four hours.

2. **Soil Fertility**. Supply of plant food element, cropping systems, rotations, fertilizers, manures and their relation to soil fertility. Lectures, laboratory and pot cultures. One term, five hours.

3. **Farm Crops**. Cereals and forage crops; adaption; distribution; characteristics; improvement; seed selection; preparation of seed-bed; cultivation; judging of grain, especially corn; grading of grain; harvesting; marketing; weeds; identification, methods of distribution, collection of seeds and eradication; diseases of crops, control and prevention.

Recitation, laboratory and field observation. One term, four hours.

3a. **Forage Crops and Legumes**. Grasses, sorgums and legumes. Ecology and adaptations. Grass mixtures. Lectures and quiz. One term, two hours.

4. **Farm Mechanics.** Physics of farm machinery; ropes, splicing and tying; soldering; belt lacing; pipe cutting; plumbing; sewage disposal; water, lighting and heating systems; power transmission; farm power plant.

Recitation and laboratory work. One term, three hours.

ANIMAL HUSBANDRY

1. **Dairy Cattle.** Detailed study of the dairy type; dairy breeds; management and care; breeding; selection and culling; dairy products practice in use of "Babcock" test; use of lactometer in determining adulteration of milk.

Recitation, laboratory and observation trips. One term, four hours.

2. **Poultry.** Types, breeds; varieties; breeding; housing and equipment; feeding; incubators; hatching; brooding; marketing and dressing; disease and their treatment.

Recitation and observation trips. One term, three hours.

3. **Principles of Breeding.** Genetics; origin of common plants and animals; laws of heredity, selection and variation; systematic breeding of stock on the farm.

One term, three hours.

4. **Principles of Feeding.** Classification, composition and fuel value of feeding stuffs; calculation of balanced rations; nutritive rations; digestion; requirements for maintenance and for production of energy; meat, milk, eggs and wool.

One term, three hours. Chemistry a prerequisite.

5. **Types and Breeds of Farm Animals.** Types; horses; draft, general purpose and road; cattle; beef, general purpose and dairy; sheep, fine wool, medium wool and mutton; swine; lard and bacon.

Important breeds in above types; judging; scoring.

Recitation and practice in judging and scoring. One term, four hours.

ECONOMICS

1. **Agricultural Economics.** Agricultural problems; farm organization; types; administration; rentals; credits; labor; production and distribution of income; wages; rent; interest; profits. One term, four hours.

2. **Marketing of Farm Products.** Profitable distribution of produce; marketing agencies; middlemen; cold storage; price quotations grading; inspection and governmental control; co-operative marketing; parcels post; truck service. One term, three hours.

3. **Rural Sociology.** The social needs of the community; schools; churches; clubs; granges and other social institutions; advantages of rural life; relation of land and labor; charitable institutions; sanitations; health; attractive homes. One term, four hours.

ENTOMOLOGY

1. **Systematic Entomology.** External anatomy of insects; terminology of parts; classification or orders; suborders and important families; specimens are gathered and permanent collections are made.

Recitation and laboratory work. One term, three hours.

2. **Economic Entomology.** Practical control of insect pests of farm, garden and orchard; life histories; nature and extent of injuries; spraying; prevention and other methods of control. One term, three hours.

FARM MANAGEMENT

1. **General Farm Management.** Systems of farming; size, location and arrangement of farm, fields, fences and buildings; organization; distribution of capital; farm administration; efficiency of labor, capital and equipment; complete cost accounting. One term, four hours.

HORTICULTURE

1. **Fruit Growing.** Selection of sites; planting; pruning; thining; grafting; spraying; harvesting; marketing; culture of soil; fertilization; commercial and farm production of apples, peaches, pears, plums, berries and grapes.

Recitation and orchard work. One term, three hours.

2. **Vegetable Gardening.** The farm garden; planting, cultivation, propagation, harvesting, storing and marketing of garden vegetables. Experimental work in garden and greenhouses. One term, four hours.

M. C.—O. S. U. AGRICULTURAL COURSE

Arrangements have been completed with Ohio State University whereby students desiring agriculture can take two years of required work at Manchester and the remaining two years at O. S. U. At the end of four years he will receive the degree of Bachelor of Agriculture from Ohio State University and the degree of Bachelor of Arts from Manchester. This arrangement makes it possible for the student to get the best from each school. In Manchester he will secure the required literary work, together with all of the religious and moral training possible. In O. S. U. he will receive the advantage of splendid equipment and excellent teaching force. Few schools in the country are coming to the front more rapidly than Ohio State

University. This should appeal especially to the Ohio patrons of Manchester College.

OUTLINE OF COURSES

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. (5)	Qual. Analysis (5)
Botany (4)	Botany (4)	Botany (4)
English (5)	English (5)	Shop Work (2)
Mech. Draw. (2)	Wood Working (2)	Elective (5)

SECOND YEAR

Fall Term	Winter Term	Spring Term
Zoology (4)	Zoology (4)	Zoology (4)
Mathematics (5)	Physics (5)	Geology (5)
History (4)	Economics (4)	Economics (4)
Bible or Elective (3)	Bible or Elective (3)	Bible or Elective (3)

Home Economics

PROFESSOR DELK

Courses in this department are planned to give thorough instruction in various lines of Home Economics which shall meet the needs of the teachers of these subjects and help to complete the general education of any woman of today.

Entrance requirements: Graduation from commissioned high school or certified high school, or equivalent scholarship.

A diploma is granted for completion of two years' course.

Fall Term	Winter Term	Spring Term
Cooking 1	Cooking 2	Cooking 3
Sewing 5	Sewing 6	Sewing 7
Chemistry	Chemistry	Chemistry
English	English	English
Educational	Educational	Educational

Fall Term	Winter Term	Spring Term
Dietetics	Sewing 4	Organization of Home Economics
Household Chemistry	Physiology	Practical Nursing
Textiles	Household Management	One Elective
Educational	Educational	

COURSES

1. Cooking. This course is not only planned to make the student a good housekeeper, but also to make her able to present the subject matter to others. Foods are considered as to their origin, distribution, growth, preparation for market, transportation, chemical composition, digestibility, dietetic value, care in the home and cooking. Special emphasis is placed on the cost of food, menus are worked out and meals are served.

2. **Cooking.** Continuation of Course 1. Must be preceded by Course 1. Winter term.

3. **Cooking.** Continuation of Course 2. Prerequisite Cooking 2, Chemistry 1. Spring term.

4. **Dietetics.** This course includes a thorough study of carbohydrates, fats, proteins, mineral matter and water from a chemical standpoint as well as digestive assimilation. A study will be made of typical foods. A study of dietary standards will be made and their application to proper feeding of individuals as affected by age, size, activity and disease.

The laboratory work consists of making dietaries suitable to different conditions in health and disease and the preparation of meals with special emphasis on their caloric and nutritive value. Fall term.

5. **Dress Design and Dress Making.** This course gives practice in the application of the principles of costume design from the standpoint of the controling factors; materials and their influence upon design, color, the personality of the individual, economics in relation to dress. Five hours, Winter term.

6. **Textiles.** This work consists of the study of different textile fibres as to primitive forms of weaving, dyeing, printing and spinning, distinguishing feature of different materials and tests for adulterations; care of textiles and fabrics.

7. **The House and Household Management.** Study of the principles underlying the planning and furnishing a home from the economic, sanitary and aesthetic standpoints . A study made of division of income and methods of keeping household accounts.

8. **Household Chemistry.** This course deals with the chemistry incident to home life. It includes the study of chemical composition of foods, fuels, illuminants and the chemistry involved in cooking and sanitation, prerequisite Chemistry.

9. **Practical Nursing and Hygiene.** The new hospital will afford opportunity for the practical nursing class to get training along lines of Invalid Cookery, Care of the Sickroom and Duties of the Nurse. Practical study is also given in the prevention of most common diseases, rendering first aid in emergencies, and Hygiene and Sanitation. Five hours, Spring term.

10. **Teaching of Home Economics.** This course considers the function of Household Art in Education and its relation to the curriculum. The comparison of courses of study in different schools and cities; the different types of schools under varying conditions of equipment and management; planning courses of study; the relation between the various phases of Home Economics. Five hours, Spring term.

The Academy

FACULTY

L. W. Shultz, A. B., Principal	Mathematics
Elsie Miller, A. B.	Latin and History
R. A. Adams	Science
Della Lehman	English
J. Roy Blough	Bookkeeping
D. R. Murray	Manual Arts
Margery Gump	Domestic Science
Kathryn Forney	French

COURSE OF STUDY

FRESHMAN YEAR

English
Algebra
Latin or French
General Science

SOPHOMORE YEAR

English
Algebra, ½
Geometry, ½
Latin or French
Ancient History

JUNIOR YEAR

English
Geometry
Modern History

Electives

Botany
Latin or French
Manual Training
Domestic Science
Agriculture

SENIOR YEAR

English
United States History and Civics

Electives

Physics
Bookkeeping
Agriculture
Commercial Geography, ½
Commercial Arithmetic, ½

The course of study followed is the prescribed course of study for commissioned high schools in Indiana published by the Indiana State Board of Education. The texts used are state adopted texts. Completion of this course gives a commissioned high school diploma.

DRILLS

Two drill credits will be required of each graduate, a credit to consist of a drill taken regularly at least four hours each week for one year. One-half credit is required in chorus work and one-half credit in art. The remaining credit is elective from the following:

DRILL SUBJECTS

B Chorus, ½ credit	Two times per week
A Chorus, ½ credit	Two times per week
Art, ½ or 1 credit	Two or four times
Penmanship 1	Four times per week
Typewriting 1	Five times per week
Physical Culture 1	Five times per week

LITERARY SOCIETY CREDIT

Four years' credit in literary society work is required, a credit to consist of an active interest in the work and the rendering of at least two productions per term. Either of the two junior societies or the Bible society offer splendid opportunity to do this work.

BIBLE STUDY

One hour per week of Bible study and recitation is required of each student. A class for each grade of the Academy will recite once each week. This is a splendid opportunity to get a thorough insight into the structure and content of the Book.

PRESCRIBED SUBJECTS

The Academic course of study as outlined above is a regular commissioned high school course that prepares for college entrance. Sixteen units are required for graduation, a unit being one subject pursued throughout the year five hours a week. Of these sixteen units the following thirteen should be taken by those who expect to enter college: English, four units; Mathematics, three units; Foreign Language, two units; History, two units, and Science, two units.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the following subjects: English, Latin, French, Bookkeeping, Agriculture, Manual Training and Domestic Science.

For those who do not expect to enter college, some privileges may be given to substitute such courses as will more nearly meet the needs of the students. Two years mathematics, one year of history and one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects for the above electives, with the exception that not more than two units' credit will be counted toward graduation in Manual Training, Domestic Science, or Bookkeeping, nor more than four units in any subject.

ENGLISH

The Academy Course in English embraces four years' work of five hours per week.

1. **Grammar and Composition.** A review of the essentials of English Grammar will prepare the student for more effective work in composition. The aim in composition is to create in the student the desire and ability to speak and write effectively. Inasmuch as this ability can be acquired only by much practice, the work in composition will continue throughout the four years of the Academy course. Subjects for theme work will be taken from the student's experience and from literature studied.

2. **Literature.** The aim in this course is to give the student an intimate acquaintance with the great masterpieces of English and American Literature, and create in him a love and appreciation for the same. The selections studied will be graded to suit the growing apprehension of the pupils. In addition to the class-room study, attractive books will be assigned for outside reading, after which reports and discussions will be made with the teacher or in the class under the direction of the teacher. During the Academic Course all of the work for college entrance requirements will be studied. Also a certain amount of Biblical literature will be offered.

3. **History of Literature.** At least one term of the third year will be given to the study of the History of English Literature and one term of the fourth year will be given to study of the History of American Literature. The causes and character of great literary movements will be studied, together with the biographies and representative extracts of the various authors.

4. **Literary Practice.** In the Literary Societies students have excellent opportunity to use in a practical way the material gained and the strength developed in the class-room. This work is under the direction of the faculty committee on Literary Societies. Students enrolled in the regular academic course will be required to take work in one of the Junior literary societies, unless an excuse is secured from the faculty literary committee.

LATIN

1. **Latin Elements and Introduction to Caesar.** Absolute mastery of the different declensions, conjugations and construction is the aim of the first year. Great care is used in pronunciation and accent.

2. **Caesar, Books I-IV.** Selections from Nepos or Ovid. Study by maps and charts of Caesar's campaign. Studies on the life of Caesar and Roman military art. The systematic

study of grammar is continued, with exercises in Prose Composition.

3. **Cicero.** Cataline Orations, Pro Archia and Manilian Law. Studies on the life of Cicero and the developments of Roman oratory. Grammar and Prose Composition are continued throughout the year.

FRENCH

1. **Elements of French.** This is a first year's course and has as its aim the learning to reproduce French sounds accurately, the acquiring of the fundamental principles of the elementary grammar, and the stimulating of an interest in the language and the people by reading a part of the whole of one book in French.

French Second Year. A complete and thorough review of the essentials of French grammar and pronunciation. Constant drill in irregular verb forms. Reading of French literature.

HISTORY

The Academy Course in History embraces three years' work of five hours per week. Text books will be used by the students and note book, map-drawing, collateral reading, and class reports on assigned topics will be required.

1. **Early European History.** This course traces the outlines of universal history from the earliest time to the close of the Middle Ages. The relation of environment to civilization and the chief political, religious, intellectual and industrial movements are emphasized. Thirty-six weeks.

2. **Modern European History.** This course traces European history from the Middle Ages to the present. The rise of democracy and industry are emphasized. Thirty-six weeks.

3. **United States History and Civics.** A general survey of the essential facts of American history will be based upon some leading text. A thorough study of the United States Constitution, its origin, influence in the national development will be emphasized. State and local government will be given attention. This course is required of all high school graduates. Thirty-six weeks.

MATHEMATICS

1. **Algebra.** A thorough course in arithmetic should precede work in algebra. Work in the academy course is intended to give such familiarity with the algebraic notation as to enable the student to use successfully the symbolical language in the investigation of higher mathematics. Fifty-four weeks.

2. **Geometry.** The ''science of space'' is rigorously presented

because of its importance in the development of the reasoning powers. Careful attention will be given to the argumentation and to illustrate the practical application many original problems will be given to be demonstrated. Each student is required to draw figures to present the problems. Fifty-four weeks.

3. **Commercial Arithmetic.** A very practical course in the forms and operations of modern business. This course is open only for advanced students. Given in second semester of the Senior year.

SCIENCE

1. **Physics.** The student is made familiar with the general principles of physical science, especially the simpler principles and phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the textbook. The experiments are performed by the students who must keep an accurate notebook of all his work. Thirty-six weeks.

2. **Elements of Botany.** One year's work is given in this course. Its purpose is to acquaint the student with the form, structure and function of plants as well as their adaptation to their surroundings. Two days each week will be spent in laboratory work in which the ideas presented will be illustrated by the concrete. In the spring a special study of flowers will be made. Thirty-six weeks.

3. **General Scientific Elements.** One year Freshman course. That the student may become acquainted with his environment, that a scientific attitude of approach may be developed, and that facts may be learned that will be very helpful to any one whether he continues his academic course or not this course is offered. This course merely opens to the student the great field of science.

4. **Agriculture.** Two years' work is offered to Academic students. The aims is to give knowledge and practice in solving intelligently the questions and problems that come to the practical farmer. Soils, horticulture, poultry raising, animal husbandry, farm crops, etc., are some of the topics of study. Laboratory experiments and practical observation accompany all of this work. Two years offered.

First Year

Fall Term, Soils and Fertilizers; Winter Term, Farm Crops; Spring Term, Fruit and Vegetable Growing.

Second Year

Fall Term, Poultry Husbandry; Winter Term, Animal Husbandry and Dairy Husbandry; Spring Term, Feeds and Feeding.

5. **Home Economics.** Two years' credit may be taken in this department. The work will include a study of foods and textiles, cooking and sewing, and the practical work of serving meals, home sanitation, making of garments, etc.

6. **Industrial Arts.** One year's work in mechanical drawing, bench work, together with a study of tools and present industrial conditions. The work will be made practical, so that the boy or girl will be given skill in work about the home or farm.

7. **Commercial Geography.** This subject is taught for eighteen weeks in the Senior year. It is an interesting course for these days of commercial activity. The chief products of the world will be studied and the means and routes for exchanging these commodities.

School of Music

The interest in good music is growing. Its value is recognized not only by the cultured folk but all classes acknowledge it to be an essential factor in the home, the church and other religious organizations.

There is a growing interest in music among college students. A complete education cannot be claimed by any student until music has been given its rightful place in his program.

VOICE CULTURE

The human voice is the most perfect of all instruments, but, to make it effective, cultivation is necessary. Without correct training neither ease in singing nor rich tones can be produced. The aim of this department is to develop the voice, free from resistance, and thus make singing really a pleasure. Song directors must needs have this training if the voice is to be preserved. Careful attention will be given to good diction, clear enunciation and articulation.

Since voices vary so much, no special outlined study can be given but each individual voice will receive careful consideration.

INSTRUMENTAL TRAINING

The study of the pianaforte must remain, in a sense, the most important part of a musical education. The singer would be greatly hindered and the composer and conductor would be helpless without it.

The fact that nearly every home has a piano, and they are few who think the home complete without it, makes this training most essential. Having such training is recognized as having training in the finest of arts.

Arrangements have been made for those desiring training on stringed and wind instruments, to secure instruction.

HARMONY

Harmony is a study of music that reveals the construction of musical composition and unlocks the door to a finer sense of appreciation of music. Any one having studied harmony recognizes its importance to a musical education.

HISTORY

The study of music history brings the student in touch with music and its development. This is accomplished by reproducing biographies and analyzing music construction.

CHORUS

Each year a class in rudimental music study is organized continuing throughout the year. The class study shall consist of scales, keys, signatures, rhythm, time, note-reading and practice conducting. This course is of special value to choristers. This class is known as the "B" chorus.

Those enrolled in the director's course continue their study a second year, studying hymns, solos, quartets, hymn reading and a director's problems.

The advanced course, "A" chorus, studies thoroughly difficult choral selections, oratorios, etc. Several times a year this chorus will render programs.

GLEE CLUB

The Men's Glee Club gives splendid training and is one of the important features of college life. The Ladies' Glee Club fills a like place. Both clubs give programs in the college and to churches and high schools not too far distant.

QUARTETS

A college quartet will be selected from the best talent. Other quartets will be organized to give training for those fitted for such work.

DESCRIPTION OF COURSES

1. **Director's Course.** It is the desire of the music department to be of the greatest service to the church. Every year there are a number of students who desire training in song leading, for evangelistic and institute work, or as choristers of home congregations. This course is being offered for the benefit of such students. It is our desire that this course shall be beneficial to many, fitting them for a life of service in this work.

2. **Preparatory Courses.** This course, as the name indicates, serves as a preparation for the entrance to either of the two named courses below.

(a) Voice. A study of fundamental principles, correct breathing, vowel sounds, tone production, voice placement and a study in vocalises.

(b) Piano. Elements of pianoforte playing, such as touch, rhythm study, elementary harmony, ear training, etc.

3. **Certificate Courses.** This course offers training to students desiring a general knowledge of music art study.

(a) **Voice.** Continuation of breathing principles, resonance, flexibility, voice placement, tone building, vocal studies, songs of easy compass and song interpretation.

(b) **Piano.** Further development of teaching, including major and minor scales, chords, arpeggios, etc. A study of the easier compositions of Bach, Hydan, Mozart, Beethoven, Mendelssohn and modern standard composers.

4. **Diploma Courses.** The graduate course prepares students to teach and also leads to higher study in the conservatory.

(a) **Voice.** Artistic phrasing and higher interpretation. Studies in expression and tone color, songs, recitations, arias from standard oratorios.

(b) **Piano.** Students must have studied all major and minor scales, including scale motions; Chop etudes, three part inventions and fugue by Bach, Sonatas from Beethoven and more advanced work of modern standard composers.

5. **Public School Music Course.** This course is arranged according to state requirements, in combination with the Domestic Science and Public School Art courses so a student desiring to teach more than the public school music may take either of the last two named courses.

OUTLINE OF COURSES

Director's Course

Ear Training and Sight Singing, 3 terms.
"B" Chorus, 2 hours, 6 terms.
"A" Chorus, 2 hours (second year) 3 terms.
Voice Culture, 2 lessons per week, 6 terms.
Harmony, 2 hours per week (1st year), 3 terms.
History, 2 hours per week (2nd year), 3 terms.
Expression (see catalog) 6 terms.

The student will be expected to select at least thirty hours from the Bible School curriculum.

Voice Outlined—Preparatory Course

Voice, 2 lessons per week, 3 terms.
Introductory Theory, 3 terms.
Ear Training and Sight Singing, 3 terms.
"B" Chorus, 2 hours, 3 terms.
Piano, 1 lesson per week, 3 terms.

Certificate Course

Voice, 2 lessons per week, 6 terms.
Piano, 1 lesson per wek, 6 terms.
Harmony, 2 hours, 6 terms.
"A" Chorus, 2 hours, 6 terms.
Expression (as outlined) see catalog, 3 terms.

Diploma Course

Voice, 2 lessons, 12 terms.
Analysis, Theme Writing (3rd year) 3 terms.
Counterpoint (4th year) 3 terms.
Piano 1 lesson per week.
"A" Chorus, 2 hours.
Glee Club.

The certificate course shall be accredited in full to students taking the Diploma Course.

Piano Outlined—Preparatory Course

Piano, 2 lessons per week, 3 terms.
Introductory Theory, 3 terms.
Ear Training, 3 terms.
"B" Chorus, 2 hours, 3 terms.

Certificate Course

Piano, 2 lessons per week, 6 terms.
Harmony, 2 hours per week, 6 terms.
History, 2 hours per week, 6 terms.

Diploma Course

Piano, 2 lessons per week, 12 terms.
Analysis, Theme Writing (3rd year) 3 terms.
Counterpoint (4th year) 3 terms.

Students taking the Diploma Course may complete in two years after finishing the Certificate Course.

Public School Music Course

Voice, 2 lessons per week, 6 terms.
Piano, 1 lesson per week 3 terms.
Harmony, 2 hours per week, 6 terms.
History, 2 hours per week, 3 terms.
"B" Chorus, 2 hours per week, 3 terms.
"A" Chorus, 2 hours per week (2nd year) 3 terms.

Students taking this course will also select from the department of education such courses as are required for normal training. Courses from the Department of Art, Domestic Science or Manual Arts go well with this course.

RULES AND SPECIAL REGULATIONS

The Certificate and Diploma Courses require for graduation the High School Certificate or its equivalent.

No course can be completed sooner than specified because of natural ability.

A student entering, having had training equivalent to the Preparatory Course shall be accredited, beyond this a student must stand examination.

All vocal students are required to take one year of "B" Chorus. Those graduating from the Piano Department are required to take an equal amount.

Practice is placed on the same basis as class work and students are expected to be regular at assigned periods. No charges are made for chorus. Chorus and Glee Club practice must be attended regularly.

The maximum number for either Glee Club is sixteen.

One year of voice culture is required of students before they are admitted to either the Glee Clubs or Advanced Chorus. Students desiring membership in the Glee Clubs must be approved by the director.

If there is enough talent for more than two Glee Clubs more will be organized.

To be punctual at lessons is positively required.

Lessons missed for reasons other than sickness, unless previously arranged for will not be made up.

Private monthly recitals will be given where all students shall have like opportunity for training.

Standard studies are used both in voice and piano.

Business Department

We are living in an age of intensive commercial activity. The bustle of business, with its various intricacies and perplexities, press us on all sides. Every vocation requires a knowledge of the fundamental principles of business transactions. A person who lacks a practical knowledge of certain every day business affairs must meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES

1. **One Year Business.** A practical course for practical people. A certificate of proficiency is awarded for this course.
2. **Stenographic Course.** Prepares students for offices, secretaryships and reporting. This course also prepares for Teachers' Course. Upon completion of this course a diploma is awarded.
3. **One Year Professional Course.** This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. A diploma is awarded for this course.

BOOKKEEPING

Bookkeeping is in itself an attractive and paying profession. Besides it fits the employee for business entrepreneurship as no other position in a firm does. It is one of those desirable positions in which the possibilities for advancement are practically unlimited. Also efficient bookkeeping teachers are in constant and increasing demand. We can fit you for either line that you wish to follow.

With the rise of our complex commercial system has come the imperative need on the part of every one, regardless of profession or trade, for an adequate knowledge of bookkeeping and accounting.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount making, business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

STENOGRAPHY

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensible to a business education, and any young man or woman who neglect the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his business career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience perseverance and a determination to succeed, may become a competent stenographer.

SHORTHAND

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893) Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, easy of execution and legibility. The many word-signs of the old Pitmanic System are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exception to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes nor position of outline.

TYPEWRITING

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines. We teach by the Touch Method, which has many advantages over the old method. Work in this department is not measured by time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

COMMERCIAL LAW

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study. Special attention is given to subjects of most vital importance such as Contracts, Negotiable Papers, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business Forms, etc.

COMMERCIAL GEOGRAPHY

A study of the origin of commerce, its growth and its present attainments is of utmost importance to the business man. He learns where the raw materials are produced and cost of production, where they are converted and the nature of the demands satisfy. A history of the methods of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP

Salesmanship, as generally understood, means the art of selling goods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. It is the base of business transactions. In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental principles he has acquired.

ORTHOGRAPHY

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent is required.

INDIVIDUAL INSTRUCTION

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and the application of the student. While every effort is made to aid the progress of the student yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

Business Course—One Year

Spring Term	Winter Term	Fall Term
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Mental Arithmetic (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Salesmanship (3)	Commercial Arithmetic (5)
Commercial Geography (5)	Commercial Arithmetic (5)	Penmanship (5)
Penmanship (5)	Penmanship (5)	Business Correspondence (3)

Stenographic Course—One Year

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (10)
Typewriting (10)	Typewriting (10)	Typewriting (10)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Calculation	Orthography
Commercial Law (5)	Salesmanship (5)	Mental Arithmetic
Penmanship (5)		Salesmanship (5)

Commercial Teachers' Course—One Year

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Salesmanship (3)	Business Correspondence
Shorthand (5)	Shorthand (5)	Salesmanship (3)
Typewriting (5)	Typewriting (10)	Shorthand (5)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Psychology (5)
Penmanship (5)	Penmanship (5)	Penmanship
		Typewriting (5)

GENERAL INFORMATION

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find advantages to complete the last year of their high school course in Manchester College when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the successful completion of each of the preceding courses. The degree, Bachelor of Accounts, will be given to those completing the Commercial Teachers' Course with no grade below 90.

Students who are not able to supply satisfactory credits for Commercial Geography and Commercial Arithmetic are required to take them in addition to the prescribed course. All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required. The figures following the subject in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies of the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART

(Business Writing)

In order to be abreast of the times we must have that which is practical, progressive and up to date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor but we never lose sight of thoroughness. A well written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible hand writing is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanerian College of Penmanship, Columbus, Ohio, may be secured by those whose penmanship comes up to the required standard.

Professional Penmanship

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

Manual Training

INDUSTRIAL ARTS

Course 1. Bench Work. Elementary. This course is primarily a beginner's course, consisting of a series of progressive exercises involving the use and care of tools. The first half term is devoted to the making of small pieces. If sufficient progress is made in that time the student may make larger pieces such as magazine racks, upholstered foot stools, etc. Several kinds of finishes will be taught including use of wax, the fuming of oak, shellac and varnish. All projects are made from blue prints or working drawings made by students.

Course 2. Table Construction. This course covers the choice of material, matching and glueing of joints, mortise and tenon joinery, assembling and finishing, of projects made. The student is given a choice of several designs of library and breakfast tables. All projects are made from drawings either furnished or made by the student.

Course 3. Base Construction. This course is given for those who wish to make wall cases, music cabinets, chafingdish stands or book cases. The study and construction of panel is given each problem. Glue joinery, finishing and design work are involved in the project.

Course 4. Normal Course. Exercises based on the State Course of Study of Indiana will be given in this course. Exercises in soft wood suitable for sixth, seventh and eighth grades will begin. Hardwood projects for high, elementary upholstering, fuming, waxing, French polishing and use of shellac paints and varnishes will be given in this course. Spring term, one hour a week.

Course 5. Mechanical Drawing. The use of tools and instruments, exercises in projections, lettering and conventions are given in this course. Particular attention is paid to the making of working drawings. Each student is required to draw and make tracings of assignments given. Blue prints from his tracing are made for use in the shop.

Expression

This department aims to give practical instruction in Oral Reading and help the student to interpret and appreciate literature, and to help him to speak in public. The effort is made to correct the faults in everyday speech of the student as well as to prepare him for special occasions. Special care is taken to give personal instruction to each student. He who speaks clearly, pleasantly and quietly, is also learning to think calmly and deliberately.

A four year high school course or its equivalent is a prerequisite for this course.

FIRST YEAR

First Term. Oral English, 2 hours. Voice: phonetcis, based upon works from Tennyson, Arnold and other classic writers; Development of Expression, Vol I., 3 hours.

Second Term. Public speaking, 2 hours. Voice; phonetics; fundamentals continued, based upon the Bible and hymns. Development of Expression, Vol. I., 3 hours.

Physical Training, 5 hours.

Third Term. Public speaking, 2 hours. Development of Expression, Vol. II.; Characterization and Bodily Expression; Story Telling, 3 hours.

SECOND YEAR

Literary interpretation based upon works from such authors as Kipling, Browning, Dickens, Lanier, Shakespeare, Lowell, Gibson, Tennyson, Longfellow, Masters, Ibsen, Elliott, etc.

Beside the above named study, there is included in the

First Term. Platform Reading, Voice, Development of Expression, Vol. II.

Second Term. Platform Reading; Voice; Development of Expression, Vol. III. Physical Training.

Third Term. Platform Reading; Development of Expression. Vol. III. Drama.

THIRD YEAR

This course will be given only upon special request and with a minimum enrollment of three members and a maximum of six. This work may be given privately.

SPECIAL COURSES IN PLATFORM READING

First Term. Prose; Dramatic, Tragic, Comic or Pathetic.

Second Term. An adequate adaptation of some book for an hour and a half's program. The presentation in recital of the same.

Third Term. Poetry. At least five hundred lines of choice poetry committed and prepared for presentation.

Department of Art

DESIGN OF THIS DEPARTMENT

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.

2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.

3. To aid in arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel, and chalk.

Outlining, shading, coloring, and composition are taught in systematic order. Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisor's Course will be granted a certificate. Those who complete the Two Years' Course will be granted a diploma.

PUBLIC SCHOOL ART

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Drawing Course.** Outline and shadow, perspective, sketching from still life, life and landscape in pencil, charcoal, crayon, chalk, water color, blackwashes and ink. Working drawings. Study of Color Designing. Five hours per week, three terms.

2. **Handwork Course.** Papercutting, weaving, basketry, woodcutting, stenciling, claymoulding, etc . Four hours per week, three terms.

3, **History of Painting.** Two hours per week, Fall and Winter term.

4. **Observation in the Training School.** Spring term.

5. One term painting.

6. Practice teaching in Training School.

TWO YEARS' COURSE

First Year.

1. Freehand from still life in charcoal or pencil, water color, pens and ink, design, perspective, etc. Three hours per week, three terms.
2. Painting in oil, pastel or water colors from life, still life or copy. Three double periods per week, three terms.
3. Hand work, two double periods per week, three terms.
4. History of Painting—Two periods per week, Fall and Winter term.

Second Year.

1. Freehand drawing, five periods per week, three terms.
2. Cast drawing, two periods per week, Fall and Winter terms.
3. Design and Pictorial Composition, Illustration. Two periods per week, three terms.
4. Painting in oil. Three periods per week, three terms.
5. Original oil painting for graduation picture—left with the department.

CHINA PAINTING

This is a class separate from regular courses. Conventional designing an application to china.

EXHIBIT

The teacher reserves the right to withhold or recall any painting or piece of handwork for the spring exhibit, which takes place commencement week.

Summer School

The Summer School of Manchester College has become a important feature of the work of the institution. During th last ten years, since the Summer School began, hundreds o young people have come in touch with the college and hav become friends of the institution because of the thorough work pleasant environment and helpful associations. Most of thes students have come for normal training; many have pursue their college studies, while others have enrolled for speci work. The demand has become so imperative that it now seem necessary not only to continue the Summer School, but even t enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regula members of the faculty, assisted occasionally by outside hel The courses offered are those of the regular year and will b given full credit. The courses are arranged to accommodat the following classes of students:

1. Graduates of high schools who are preparing to teach th coming year, class "A."

2. Those who have completed class "A" and will take th second term, class "B."

3. Those who desire to pursue the course for class "C."

4. Those who desire to pursue the Normal English Cours

5. Teachers and prospective teachers from Ohio. The Summer Schools from 1914 to 1920 have been accredited by th Ohio State Superintendent. This assures full credit in Ohio teachers who take their summer work here. The courses offered are adequate for their needs.

6. Teachers from other states who may desire normal o college work.

7. Those who desire work in Music, Drawing, Penmanship Manual Training, Bookkeeping, Stenography, and Typewriting.

8. Those who desire to pursue their regular college cours While the courses vary some from year to year, yet the following outline gives about the usual course:

COURSES

1. **Professional.** Educational Psychology, Advance Psycho

ogy, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Teaching.

2. **College Courses.** Full college credit is given for professional courses. Besides these the program for 1919 included College Algebra, Trigonometry, Analytics, English Literature, American Literature, Mediaeval History, American History, French, Sociology, Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School.** Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and to practice teaching under the critic teacher's direction. The discussions with the young teachers are very helpful.

4. **Common School Subjects.** There will be classes in all the common school subjects that teachers need to be examined upon, and that they will need to teach.

5. **High School Subjects.** Some high school subjects will be given as the demands of students will determine.

6. **Vocational.** Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art.** Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business.** Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the course for 1921 will be mailed to all who are interested.

Manchester College is admirably located and equipped for a Summer School. The large brick buildings are cool in the summer. The buildings are located amid oak trees that furnish an abundance of shade. The cool shade, the fountain, stone seats, flower beds and the grass lawn make the campus a scene of beauty and almost an ideal place for study. Then there is ample provision for outdoor exercise, on the croquet grounds, tennis courts, baseball grounds, and running track. The college is located in the quiet part of the beautiful little city of North Manchester, Indiana. It is free from dirt, noise, smoke and saloons that are found in larger cities. It is also free from many detracting influences that hinder school work in many places. And yet there are attractions near by for an occasional change. Two lakes are within five miles and can easily be reached. So can Winona Lake Assembly, where some of the best programs may be attended. In all it would be hard to find a school that furnishes a more delightful summer school home than Manchester College.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthenic Drills, including Freehand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

In the fall and spring outdoor exercises take the lead in good weather. The college campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball takes the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging.

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests. Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketball and baseball are played with local and nearby teams.

Manchester College is fortunate in its present and prospective equipment for physical culture and athletics. The enlarged gymnasium provides a good basketball floor, plenty of good seats for spectators, a large physical culture classroom, swimming pools, showerbaths and dressing-room. The building and apparatus are being improved as fast as funds are available.

The Preparatory Department

PURPOSE

The purpose of this department is to make it possible for certain classes of students who cannot take the regular course in the Academy to secure training as they may need to prepare them for their chosen fields of work. The Academy must hold to certain set standards that students of this character cannot reach. These courses are open only to students of older years who cannot meet the requirements of the regular high school course.

STANDING

This course is not commissioned regularly, though it is equivalent in amount of work done to that of the Academy. The good that the student receives, and the preparation that he gains for further work, must be the student's greatest reward.

Students who have done work in other schools may present certified statements of their work and receive credit on this course.

COURSES OF STUDY

Courses of study are open to the student in English Literature and Composition, Foreign Languages, History, Civics, Science, Bible, Bookkeeping, Stenography, Manual Training, Physical Culture.

The courses that a student may take will depend upon his previous preparation and his future plans. The principal will advise the student as to the course to select.

Special information will be given to any student who may ask for it.

REQUIREMENTS FOR GRADUATION

Those who have completed sixteen units of work will receive a certificate. A unit is one subject of five hours a week, or its equivalent, carried through a regular school year.

No student will receive a certificate who has not completed at least three years of English, two years of language, one year of mathematics, one of history, and one of science. One year of Biblical literature or of expression will be accepted for English.

School of Extension Work

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small percentage to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence course and by personal work in the field by members of the faculty and school.

COLLEGE COURSES

The college offers a limited amount of work by correspondence to those of sufficient age and ability to take an interest in home study. This is only for those who cannot attend the college or who expect to enter soon, and desire to make up work at home. A student can pursue the work by himself, or several students in one locality can unite in classes. Outlines of the course will be furnished by the teacher in charge. The student will pursue the course under his direction and if required take final examination to secure credits. The following rules have been adopted for this work:

Those who wish to take such courses must make application to the President of the College.

Students will be directed to the teacher offering the course desired and will make payment to the teacher for the course at the beginning of the work.

The rates for courses will be $2.00 per credit hour for college courses,—students to pay postage one way. Special rates for Bible and Academy courses.

Reference books from the library may be loaned to correspondence students for a period of two weeks with the privilege of extension of time on application to librarian—if this does not interfere with residence work.

Not more than 25 per cent of the College or Preparatory course may be completed by correspondence.

The student is allowed one year's time to complete a five-hour course, but time may be extended on application at the discretion of the teacher.

COURSES OFFERED

The following courses are offered by the College of Liberal

Arts, under the direction of the teachers indicated. The student is referred to the corresponding numbers in the different departments for a description of the courses:

President Winger, Philosophy 2 and 3 and Bible 29.
Professor Ikenberry, General Science 1 and 3.
Professor Schwalm, History 8 and 6a.
Professor Kintner, Chemistry 6 and Biology 1.
Professor Reber, Greek 2, Latin 1 and German 5.
Professor Eikenberry, Sociology 5.
Professor Peters, Education 5 and 10.
Professor Wenger, Bible 1 and 9.
Professor Dotterer, Mathematics 1 and 2.
Professor Schutz, English 11 and Sociology 1, 2, 3, 4.
Professor Stutsman, English 2 and 3.
Professor Vose, French 2.
Professor Randolph, Bible 32, 37 and 39.

The Preparatory Department offers a few courses that may be taken by correspondence. Those interested should write the president of the college, who will advise such courses as will best fit the needs of the students.

BIBLE AND SUNDAY SCHOOL INSTITUTES

Prof. C. A. Wright, A. B., B. D., will devote his entire time to institute and lecture work among the churches and in different communities. Churches will be greatly helped and will be pleased to secure his services for an institute. The following suggests the scope of his work:

Bible Institutes:

Life of Christ.
Parables.
Studies in the Pauline Epistles.
Studies in the General Epistles.
Studies in the Psalms and Wisdom Literature.
Bible History.
Teachings of Jesus.
Topical Bible Studies.
Doctrinal Studies.

Sunday School Institutes:

S. S. Administration.
Teacher Training.
Class Organization.
Problems of Adolescence.
Grading Religious Education.
Attendance Methods.
Illustrative Methods (paper work, pulp work, flitter work, sand table work, object illustrations, note-book work, blackboard work, modeling, etc.)

Special Work:

- Missionary Addresses.
- Temperance Addresses.
- Peace Addresses.
- Harvest Meetings.
- Christian Workers' Conferences.
- Educational Addresses.
- Country Church Problems.
- Singing Classes.
- History and Use of Christianity's Hymnology.
- The White Slave Traffic.
- Children's Meetings.

DOCTRINAL AND EVANGELISM

The college has secured the entire time of Elder J. W. Norri to devote his services to the churches in series of doctrinal an evangelistic discourses. His preaching is constructive and inspiring. He is not only a successful evangelist, but gives soun doctrinal teaching that is needed in many places.

MUSICAL INSTITUTES

The Music Department is prepared to hold short musica institutes, suggest leaders of song for series of meetings an furnish music for special occasions.

STUDENT ORGANIZATIONS

such as the Volunteer Mission Bands, Civic and Oratorica League, Glee Clubs and Quartettes, give special programs o assist in programs where they are called.

LECTURES AND SERMONS

Manchester College has a number of strong lecturers an preachers on the faculty. These can fill individual appointments, or furnish part or all of a community lecture course.

For information concerning the expense and arrangement for this extension work address the president of the college.

Expenses

All expenses are due and payable at the Treasurer's office one term in advance.

Term rates are made on the condition that payments be made cash in advance or within ten days.

Students who by special arrangements are permitted to matriculate without paying the full amount of their expenses within thirty days will be charged at week rates.

Tuition College and Normal Course, per term	$24.00
Tuition College, Normal, Business or Stenographic Course, per week	2.50
Tuition Academic Course, per term	18.00
Tuition Business or Stenographic, per term	21.00
Tuition Business and Stenographic Course combined, per term	25.00
Typewriting, two periods a day, per term	6.00
Typewriting practice	3.00
Board, per term	48.00
Board, per week	4.75
Board, per meal	.35
Board and furnished room, per term	63.00
Board and furnished room, per week	6.00
Tuition, Board and Room—College, Norm., or Sten. Course, per term in advance	81.00
Tuition, Board and Room—College, Norm., Bus, or Sten. Course, per week	7.75
Tuition, Board and Room—Academic Course, per term	75.00
Tuition, Board and Room—Academic Course, per week	7.25
Piano, Voice or Harmony—Two lessons a week, per term	15.00
Piano, Voice or Harmony—Week rate two lessons per week	1.50
Harmony or History of Music in class—Two lessons per week, per term	6.00
Private lessons in Music	.75
Piano practice two periods a day, per term	3.60
Painting, Drawing or Expression—private lessons—two per week	15.00

Painting in class, three lessons a week (double periods), per term	15.00
Painting in class, per week	1.50
China Painting in class, two double periods per week, per term	15.00
China Painting in class, per week	1.50
Other courses in Art, two lessons per week in class, per term	7.50
Incidental fee, per term	3.00
Library fee, per term	2.00
Laundry room fee, per term	2.00
Graduation fee for College course	5.00
Graduation fee for all other courses	3.00

These prices on board and rooms are made provisional so that if prices on coal and foodstuffs continue to advance, the college reserves the right to make the prices so that a loss will not result.

Students who are permitted to room alone will be charged 75 cents per week extra.

An extra charge of $1.25 to $3.00 per term will be made for some of the most desirable rooms.

The Sleeping Porch will accommodate about fifty. A fee of $1.00 extra per term will be charged to those using it. Girls should bring extra blankets for use in sleeping porch.

Students in the college department who enroll for more than eighteen hours' work will be charged $1.50 for every additional hour. If they enroll for less than twelve hours they will be charged at the rate of $2.00 per hour.

Tuition in Bible department is free. Tuition is free for those who take work in the Bible department only. An incidental fee of $2.50 per term in addition to the regular library fee will be charged. Bible students who enroll for some work in the college department will be charged a fee of $2.50 for each hour taken. Those in other departments taking some Bible work will be charged a fee of $1.00 per term in addition to library and incidental fees.

Young people who desire to secure a literary training for the express purpose of doing missionary or ministerial work should write us about special terms.

Students in music or arts who pay as much as $24.00 per term will be allowed to take work in other departments with an additional tuition of one-half regular rates.

A laboratory fee of $5.00 per term will be charged for domestic science. This will also cover the cost of food materials used. A fee of $3.00 per term for Manual Training.

Those who take work in Botany, Zoology or Physics and

Agriculture will be charged a laboratory fee of $2.00 per term, and Chemistry $4.00 per term. Laboratory fee for college courses in Science $3.00 per term. Chemistry $6.00 except certain courses in Advanced Chemistry, where the laboratory fee may be increased to an amount that will pay first cost of the chemicals used by the students.

Each Literary Society and Debating Club, the Bible Society and other similar organizations that may be formed during the year will be charged at the rate of $1.00 per month for light, heat, etc.

Special reduced rates will be announced for summer school.

Students not taking full work will be charged one-third tuition for one study and two-thirds for two studies.

Fractional weeks will be counted as full weeks.

No reduction for absence will be made for less than two weeks.

Students leaving on account of sickness will be charged at week rates, and the balance will be refunded.

Those who discontinue their work for other causes will be charged at week rates, and will receive a due-bill for the amount unused, providing satisfactory reasons are given for withdrawing.

ENTRANCE

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the president's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the president's office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS

1. Students are responsible for damage to furniture and buildings caused by them.
2. The use of profanity, playing cards, intoxicating beverages and cigarettes is positively forbidden. The use of tobacco

in any form on the college grounds is prohibited. Time will be given and all reasonable efforts will be made to get those addicted to tobacco to cease its use.

3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.

4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give a good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.

5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.

6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the president; and those outside the school who desire to arrange for such socials at their homes should first arrange with the president for the students to attend.

7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive Board.

8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others cannot be allowed to remain in the school.

9. Anyone who through inapplication to study fails to make a passing grade in three subjects during a term may, at the discretion of the Executive Board, be asked to withdraw from the school.

10. Parents should inform the president of any peculiarities in temperament, habits or character of their children, that the faculty may better govern and improve them.

11. Students are expected to select their courses of study with care, and parents should in no case suggest a change in the student's program without first consulting the president.

12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the college treasurer, who will transact business for parents or guardians when requested to do so.

13. Parents or guardians are requested not to call students

home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the college, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the college are welcome to visit the institution. They should report to the president upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the college.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to room and board in the college buildings unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have ''College'' written on all letters and packages sent to them, to insure prompt delivery at the college postoffice.

20. Books and stationery may be obtained at the college bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grade of the student is the average of his class grade together with the two principal examinations. Any student whose term grade in any subject falls below 75 per cent is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

Degrees Conferred In 1920

HONORARY

(L. L. D. Degree)

W. I. T. Hoover	LaVerne, Calif.

(A. M. Degree)

Sadie Stutsman	North Manchester

Graduates

MASTER OF ARTS

(A. M. Degree)

A. D. Helser	Thornville, Ohio

COLLEGE OF LIBERAL ARTS

(A. B. Degree)

Aughinbaugh, Ethel	North Manchester, Ind.
Aughinbaugh, Fred	North Manchester, Ind.
Baker, Adah	Greenville, Ohio
Beahm, William	Nokesville, Va.
Blickenstaff, Marie	North Manchester, Ind.
Brubaker, Lila	Virden, Ill.
Crowell, J. D.	Union, City, Ind.
Fields, Ida	New Paris, Ind.
Fisher, Everett	Peru, Ind.
Fisher, William	Baltic, Ohio
Hawbaker, Merlin O.	North Manchester, Ind.
Hershey, John G.	Lititz, Pa.
Hoke, Mildred M.	Huntington, Ind.
Keener, Anna	Greenville, Ohio
Lautzenhiser, Bertha	North Manchester, Ind.
Metzler, Burton	Nappanee, Ind.
Metzler, John	Nappanee, Ind.
Miller, Clemmy O.	Hagerstown, Ind.
Moomaw, Ira	Canton, Ohio
Morris, Arthur	North Manchester, Ind.
Mote, Arthur O.	Woodland, Mich.
Mote, Ora E.	Woodland, Mich.
Moy, Gwong	Canton, China
Moyer, Glen A.	Alvordton, Ohio

Postma, Elizabeth	Lone Star, Kas.
Shull, Jesse C.	Girard, Ill.
Stoner, Paul	Ladoga, Ind.
Taylor, Mary	LaVerne, Calif.
Wine, Celesta	Chicago, Ill.
Winger, Mabel	North Manchester, Ind.

ACADEMY

Beery, Zelma	West Alexandria, Ohio
Biddle, Clifford	Roann, Ind.
Book, Gertrude	North Manchester, Ind.
Bowman, Raymond	Huntington, Ind.
Braid, Vesta Sanor	Homeworth, Ohio
Brubaker, Genevieve	North Manchester, Ind.
Chalfant, George	Arcanum, Ohio
Chambers, Gladys	Middleton, Mich.
Cook, Jesse	Uniondale, Ind.
Ebbinghaus, Leonard	North Manchester, Ind.
Driver, Gale	North Manchester, Ind.
Green, Ruth	North Manchester, Ind.
Hollinger, Harold	Gleichen, Alberta, Canada
Hostetler, Harvey	Payette, Idaho
Landis, Harry L.	North Manchester, Ind.
Leaman, Mary	Creston, Ohio
Lehman, Galen	North Manchester, Ind.
Miller, Ralph K.	North Manchester, Ind.
Monce, Rupert	North Manchester, Ind.
Moyer, Ruth	Alvordton, Ohio
Peters, Vera M.	New Paris, Ind.
Sausaman, Carrie	Roann, Ind.
Schworm, John	Howe, Ind.
Snyder, Clayton	Mexico, Ind.
Wine, Roscoe	Chicago, Ill.
Young, Ethel	Butternut, Mich.
Zeigler, Mary	North Manchester, Ind.

NORMAL ENGLISH

(B. E. Degree)

Blankenship, Elizabeth	New Carlisle, Ohio
Boone, Clara	North Manchester, Ind.
Cassel, Fern L.	Bradford, Ohio
Driver, Gladys	Lima, Ohio
Eley, Leonard	New Madison, Ohio
Gnodle, Mary	Arcanum, Ohio
Grosh, Fern	Nappanee, Ind.
Heller, Iva	Bradford, Ohio

Hendricks, Ruth	Pioneer, Ohio
Hoke, Ruth	Greenville, Ohio
Irvin, Virgil	Creston, Ohio
Karns, Loren	North Manchester, Ind.
Keener, Rachel	Greenville, Ohio
Murray, Lola	Dayton, Ohio
Musgrave, William	Williamstown, Ohio
Ohmart, Ruth	North Manchester, Ind.
Ramey, Bessie	Laketon, Ind.
Rasor, Mabel	Brookville, Ohio
Rosbrugh, Dorothy	Warsaw, Ind.
Smith, Margaret L.	Dayton, Ohio
Stombaugh, Lena	Paulding, Ohio
Whisler, Anna	Lizton, Ind.
Winters, Vernon	Alvordton, Ohio
Worth, Francis	Wabash, Ind.
Yeater, Elva	Flora, Ind.
Young, Dorothy	North Manchester, Ind.

Two Years' Teacher's Certificate.

Bollinger, Wilma	Fruitland, Idaho

EXPRESSION

Hoke, Mildred	Huntington, Ind.
Keener, Anna	Greenville, Ohio

STENOGRAPHIC COURSE

Funderburg, Truth	Laketon, Ind.
Knapp, Opal	North Manchester, Ind.
Sailors, Freida	North Manchester, Ind.
Wolfe, Mildred	North Manchester, Ind.

COMMERCIAL

Cline, Irvin	Ft. Recovery, Ohio
Garber, Theodore	Goshen, Ind.
Klepinger, Russel	Pittsburg, Ohio
Weimer, Chester	North Manchester, Ind.
Wise, Robert	Anderson, Ind.

TEACHERS' CERTIFICATE COURSE IN VOICE

Brenner, Esta	Bellefontaine, Ohio
Long, Elma	Goshen, Ind.

PIANO

Brenner, Esta	Bellefontaine, Ohio

Helser, Dessie M.	Thornville, Ohio
Long, Elma	Goshen, Ind.
Peckinpaugh, Dexter	Hagerstown, Ind.

HOME ECONOMICS

Aughinbaugh, Ethel	North Manchester, Ind.
Hoke, Mildred M.	Huntington, Ind.
Lower, Velma	North Manchester, Ind.
Moyer, Florence	Lansdale, Pa.
Taylor, Mary	LaVerne, Calif.

Catalogue of Students

LIBERAL ARTS

Adams, Ruth	North Manchester, Ind.
Alspack, Catherine	Denver, Ind.
Angel, Irene	Cromwell, Ind.
Aughinbaugh, Ethel	North Manchester, Ind.
Aughinbaugh, Fred	North Manchester, Ind.
Bagwell, C. E.	Bremen, Ohio
Bagwell, Olive	Bremen, Ohio
Bagwell, Winfred	Bremen, Ohio
Baker, Adah	Greenville, Ohio
Baker, Evelyn	Peru, Ind.
Baker, Mano	North Manchester, Ind.
Baker, Mary	North Manchester, Ind.
Banning, Elizabeth	North Webster, Ind.
Bantham, Myrtle	Lafontaine, Ind.
Barnhart, Vera	North Manchester, Ind.
Beachley, Louise	North Manchester, Ind.
Beahm, Esther	Nokesville, Va.
Beahm, Sara	Nokesville, Va.
Beahm, William	Nokesville, Va.
Bechdolt, B. M.	North Manchester, Ind.
Bechtel, Lola	Bellville, Ohio
Beck, Olive	Dayton, Ohio
Beiswanger, George	North Manchester, Ind.
Blankenship, Elizabeth	New Carlisle, Ohio
Blickenstaff, L. C.	North Manchester, Ind.
Blickenstaff, Marie	North Manchester, Ind.
Blocher, Catherine	Greenville, Ohio
Blough, J. Roy	Astoria, Ill.
Bollinger, Amsey	Fruitland, Idaho
Bollinger, Wilbur	Fruitland, Idaho

Bookwalter, Jesse	Trotwood, Ohio
Boone, Clara	North Manchester, Ind.
Bowers, Harry	Fruitland, Idaho
Boyer, Chas.	North Manchester, Ind.
Boyer, Ralph	North Manchester, Ind.
Braid, Edward	Homeworth, Ohio
Braid, Vesta Sanor	Homeworth, Ohio
Bridge, Inez	Monticello, Ind.
Bright, J. Daniel	Laura, Ohio
Bright, Lydia	Laura, Ohio
Brooks, Harlan	Clayton, Ohio
Brumbaugh, Lois	Bradford, Ohio
Brumbaugh, Emerson	Union, Ohio
Brumbaugh, Hazel	Union, Ohio
Burke, Eldon	Walkerton, Ind.
Burger, Quinter	Howe, Ind.
Burrous, Geneva	Lincoln, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Carey, Vida	Argos, Ind.
Carrothers, Velma	Macy, Ind.
Cassel, Fhern	Bradford, Ohio
Chambers, Harold	Grand Rapids, Mich.
Cochran, Ruth	Burnett's Creek, Ind.
Coffman, Anna	Trotwood, Ohio
Coffman, Martha	Trotwood, Ohio
Conkling, Fred	Laketon, Ind.
Cover, S. L.	North Manchester, Ind.
Coy, Everett	Tippecanoe City, Ohio
Cripe, Floyd	North Manchester, Ind.
Crowell, J. D.	North Manchester, Ind.
Culler, George	North Manchester, Ind.
Cunningham, Esther	Flora, Ind.
Dawald, Ivan	Denver, Ind.
Danner, Ruth	Brethren, Mich.
Deeter, Frances	West Milton, Ohio
Denlinger, Alma Irene	Dayton, Ohio
Denlinger, Huber	Dayton, Ohio
Diaz, Bravlio	Wauseon, Ohio
Dickey, Hazel	Laketon, Ind.
Dickey, Florence	Laketon, Ind.
Dillman, Ruth	North Manchester, Ind.
Dolby, Bertha	Wabash, Ind.
Dresher, Edith	Springfield, Ohio
Driver, Blanche	North Manchester, Ind.
Driver, Gladys	Lima, Ohio
Earhart, Clem	Markle, Ind.

Eley, Geraldine	New Madison, Ohio
Eley, Leonard	New Madison, Ohio
Eppley, Garrett	Wabash, Ind.
Fairburn, Vernon	Indianapolis, Ind.
Fields, Ida	New Paris, Ind.
Fisher, Everett	Peru, Ind.
Fisher, Grace	North Manchester, Ind.
Fisher, Wm.	Baltic, Ohio
Flory, Ursula	Logansport, Ind.
Frantz, Mary Dillman	North Manchester, Ind.
Funderburg, Mabel	Tippecanoe City, Ohio
Garber, Charles	Markle, Ind.
Garst, John	Dayton, Ohio
Geyer, Thorold	Milford, Ind.
Gilmer, Clarence	South Whitley, Ind.
Gnodle, Mary	Arcanum, Ohio
Goshorn, Marie	Ladoga, Ind.
Gripe, Raymond	Rossville, Ind.
Grosh, Fern	Nappanee, Ind.
Gump, Marjorie	North Manchester Ind.
Gump, Pauline	New Carlisle, Ohio
Ham, Grace	LaFontaine, Ind.
Hampton, Lela	North Manchester, Ind.
Hampton, Wm.	North Manchester, Ind.
Haupert, Ruth	Urbana, Ind.
Hare, Conrad	North Manchester, Ind.
Hawbaker, Merlin	North Manchester, Ind.
Heestand, Warren	Huntington, Ind.
Heeter, Ira	Roann, Ind.
Heim, Pleasant	North Liberty, Ind.
Heller, Iva	Bradford, Ohio
Hendricks, Ruth	Pioneer, Ohio
Hershberger, Ina	Somerset, Ind.
Hershey, John	Lititz, Pa.
Hess, Dale	Goshen, Ind.
Hess, Zella	Goshen, Ind.
Hiller, Cletus	Kenmore, Ohio
Hoff, John Luke	Maywood, Ill.
Hoff, Lloyd	Wooster, Ohio
Hoke, Mildred	Huntington, Ind.
Hoke, Ruth	Greenville, Ohio
Hollenberg, Grace	Alberta, Canada
Hollenberg, John	Alberta, Canada
Hollowell, LaVerna	Andrews, Ind.
Hoover, Buryl	Hastings, Mich.
Hoover, Charles	Kokomo, Ind.

Hornaday, Nila	North Manchester, Ind.
Hornaday, Forrest	North Manchester, Ind.
Hornaday, Walter	North Manchester, Ind.
Hornish, Ina	Defiance, Ohio
Hostetler, Paul	Plymouth, Ind.
Iffert, Anna	Nappanee, Ind.
Ikenberry, Marie	North Manchester, Ind.
Irvin, Virgil	Creston, Ohio
Jones, Walter	Argos, Ind.
Karns, Loren	North Manchester, Ind.
Keener, Anna	Greenville, Ohio
Keener, Rachel	Greenville, Ohio
Keever, R. G.	Rockfield, Ind.
Keller, Eldon	Fredericktown, Ohio
Keller, Mabel	Fredericktown, Ohio
Kindy, Floyd	Huntington, Ind.
Kindy, Melvin	Huntington, Ind.
Kingery, Delilah	Kewanna, Ind.
Kinsey, William	Warsaw, Ind.
Kinsley, Ralph	Middlebranch, Ohio
Kintner, Elizabeth	Ney, Ohio
Kinzie, Ruth	Mexico, Ind.
Kite, Beatrice	Radnor, Ind.
Klepinger, Lowell	Dayton, Ohio
Krider, Mary Flo	South Whitley, Ind.
Kreighbaum, I. M.	South Bend, Ind.
Kurtz, Ada	Hartville, Ohio
Lautzenhiser, Bertha	North Manchester, Ind.
Lehman, Della	Lima, Ohio
Leslie, Claude	Sidney, Ind.
Long, Lucile	Andrews, Ind.
Lower, Stewart	North Manchester, Ind.
Lower, Velma	North Manchester, Ind.
Lutz, Glen	Union, Ohio
Marburger, Walter	Monticello, Ind.
Masters, Pearl	Goshen, Ind.
Mayne, Elizabeth	Huntington, Ind.
Metzler, John	Nappanee, Ind.
Metzger, Carl	Smithville, Ohio
Michael, Orpha	Sidney, Ind.
Miller, Ada	Lima, Ohio
Miller, C. O.	Hagerstown, Ind.
Miller, Esther	Wabash, Ind.
Miller, Frances	North Manchester, Ind.
Miller, Georgia	Laketon, Ind.
Miller, Mary	Rochester, Ind.

Miller, William	Greenville, Ohio
Mishler, Trude	Pierceton, Ind.
Mitchell, Hazel	Center Point, Ind.
Moomaw, Ira	Canton, Ohio
Morris, Arthur	North Manchester, Ind.
Mote, A. O.	Woodland, Mich.
Mote, Ora	Woodland, Mich.
Mote, Mabel	Brookville, Ohio
Moy, Gwong	Canton, China
Moyer, Glen	Alvordton, Ohio
Moyer, Faye	Alvordton, Ohio
Moyer, Florence	Lansdale, Pa.
Murray, D. R.	Dayton, Ohio
Murray, Lola	Dayton, Ohio
Musgrave, Wm.	Williamstown, Ohio
Myers, Lawrence	Newport, Ind.
Neher, Elsie	Tippecanoe City, Ohio
Noffsinger, Susie	Dayton, Ohio
Norris, Forbes	Pendleton, Ind.
Norris, Paul	North Manchester, Ind.
Nyhart, Howard	Danville, Ohio
Ober, Manford	Garrett, Ind.
Ogden, Warner	Laketon, Ind.
Ohmart, Ruth	North Manchester, Ind.
Paul, Nelson	New Paris, Ind.
Peden, Ernest	North Manchester, Ind.
Penrod, Walter	Laketon, Ind.
Petcher, Marie	Citronelle, Ala.
Petersime, F. H.	North Manchester, Ind.
Phillips, Cleo	North Manchester, Ind.
Pinkerton, Von	Warren, Ind.
Poppaw, Mary	New Madison, Ind.
Postma, Elizabeth	Lone Star, Kas.
Possie, Samuel	Francesville, Ind.
Ranck, Ivan	Roann, Ind.
Ranck, Royal	Roann, Ind.
Rasor, Mabel	Brookville, Ohio
Reahard, Dan	Laketon, Ind.
Reahard, Jean F.	Laketon, Ind.
Reber, Ruth	North Manchester, Ind.
Reed, Glen	Constantine, Mich.
Replogle, Fred	Rossville, Ind.
Robertson, Alwilda	North Liberty, Ind.
Robinson, Lois	North Manchester, Ind.
Ronk, Willis	Roann, Ind.
Rosbrugh, Dorothy	Warsaw, Ind.

Rowles, Virgie	Pulaski, Ind.
Royer, Hubert	Bellefontaine, Ohio
Royer, Kathryn	Greenville, Ohio
Royer, Ralph	Arcanum, Ohio
Ruff, Edna	Burnett's Creek, Ind.
Sadler, Verdah	Hart, Mich.
Sandoz, Harry	North Manchester, Ind.
Scrogum, Arthur	Hart, Mich.
Sellers, David	Bourbon, Ind.
Sellers, John	Topeka, Ind.
Shaffer, Ira	Francesville, Ind.
Sherman, Russell	Auburn, Ind.
Shively, Mildred	Etna Green, Ind.
Shoemaker, Forrest	Hartville, Ohio
Shull, Clara	Girard, Ill.
Shull, Jesse	Girard, Ill.
Smeltzer, Merrill	Cando, N. D.
Smith, Lola	North Manchester, Ind.
Smith, Margaret	Dayton, Ohio
Stauffer, Robert	North Manchester, Ind.
Stebbins, Catherine	Dayton, Ohio
Stebbins, Carl	Dayton, Ohio
Stebbins, Frank	Dayton, Ohio
Stebbins, Roy	Dayton, Ohio
Stinebaugh, Virgil	North Manchester, Ind.
Stombaugh, Lena	Paulding, Ohio
Stoner, Paul	Ladoga, Ind.
Stover, Olivia	Bradford, Ohio
Swinger, Ruth	Trotwood, Ohio
Taylor, Mary	LaVerne, Calif.
Thomas, Lena	North Manchester, Ind.
Tombaugh, Harold	Roann, Ind.
Troxel, Kathryn	Wabash, Ind.
Ulrey, Fred	Goshen, Ind.
Ulrey, Russell	North Manchester, Ind.
Updike, Paul	Warren, Ind.
Vance, Hubert	New Paris, Ind.
Vawter, Miriam	Rochester, Ind.
Wagoner, Glen	Flora, Ind.
Waggoner, Ruth	Wabash, Ind.
Weber, William	Laketon, Ind.
Wells, John	Camden, Ind.
Wenrick, Raymond	Piqua, Ohio
Winger, Ellen	Marion, Ind.
Winger, Mabel	North Manchester, Ind.
White, Harry	Wabash, Ind.

White, Lawrence	Connersville, Ind.
Whitehead, Glen	Warsaw, Ind.
Whitehead, Lauree	Warsaw, Ind.
Whisler, Anna	Lizton, Ind.
Wine, Celesta	Chicago, Ill.
Wine, N. B.	Dayton, Ohio
Winters, Vernon	Alvordton, Ohio
Wolfe, Ernestine	North Manchester, Ind.
Wolfe, Harvey	Galveston, Ind.
Wolfe, Herma	Rochester, Ind.
Wolfe, Madeline	North Manchester, Ind.
Wolfe, Roland	Hartville, Ohio
Workman, Mabel	North Manchester, Ind.
Woods, George	Ashland, Ohio
Worth, Francis	Wabash, Ind.
Wright, Rena	Rochester, Ind.
Wyne, Paul	LaPlace, Ill.
Yeater, Elva	Flora, Ind.
Younker, F. T.	Creston, Ohio
Young, Dorothy	North Manchester, Ind.
Young, Mabel	Mogodore, Ohio
Young, Otis	Vicksburg, Mich.

Total—280.

NORMAL

Abbot, Ethel	South Whitley, Ind.
Abbot, Mida	South Whitley, Ind.
Alber, Juanita	Grass Creek, Ind.
Amber, Velma	Urbana, Ind.
Amiss, Nellie	Huntington, Ind.
Anderson, Mae	Twelve Mile, Ind.
Arnold, Faye	Sidney, Ind.
Bailey, Tess Leone	Bluffton, Ind.
Bailey, Zora	Huntington, Ind.
Ball, Freda	North Manchester, Ind.
Bardsley, Walter	Warren, Ind.
Barnes, Cleo	Larwill, Ind.
Beaver, Esther	Andrews, Ind.
Bechtold, May	Urbana, Ind.
Beigh, Wilma	Sidney, Ind.
Beiler, Beatrice	Plymouth, Ind.
Biggerstaff, Mary	Wabash, Ind.
Bitner, Harriet	Bippus, Ind.
Bollinger, Earl	Wabash, Ind.
Bollinger, Russel	Shipshewana, Ind.
Bond, Lyman	Denver, Ind.

Bonebrake, Faye	South Whitley, Ind.
Bottorf, Glen	Etna Green, Ind.
Bowman, Mary	Wabash, Ind.
Bosler, Howard	Huntertown, Ind.
Brane, Daisy	LaFontaine, Ind.
Brubaker, Hazel	Huntington, Ind.
Browning, Opal	Muncie, Ind.
Bunnel, Lois	Chili, Ind.
Burwell, Mildred	South Whitley, Ind.
Byerly, Iva Glenny	Magley, Ind.
Burr, Kenneth	North Manchester Ind.
Calvert, Glen	Delphi, Ind.
Carey, Vera	Rochester, Ind.
Carper, Marjorie	Mongo, Ind.
Cattin, Lucile	Urbana, Ind.
Chilcott, Marjorie	Burnett's Creek, Ind.
Clark, Gladys	Peru, Ind.
Clark, Fannie	Peru, Ind.
Clawson, Gerald	Radnor, Ind.
Cline, Anna	Huntington, Ind.
Coblentz, Gladys	North Manchester, Ind.
Conkling, Burton	Laketon, Ind.
Conn, Amy	Delphi, Ind.
Conner, Merril	Macy, Ind.
Craig, Leo	Delphi, Ind.
Cripe, Helen	Radnor, Ind.
Day, Essie	Macy, Ind.
Davis, Eva	Urbana, Ind.
Deaton, Gladys	Sidney, Ind.
Deeter, Iva	Greenville, Ohio
DeHoff, Mary	Greenville, Ohio
Dilling, Bertha	Lake Cicott, Ind.
Dilling, Edith	Delphi, Ind.
Dilling, Herbert	Delphi, Ind.
Disher, Glenn	Etna Green, Ind.
Duey, Philip	Rochester, Ind.
Eash, Mildred	Tiosa, Ind.
Emery, Georgia	Wabash, Ind.
Emrick, Mabel	Wabash, Ind.
Erb, Joseph	Delphi, Ind.
Evans, Esther	Walton, Ind.
Eviston, Phillip	LaFontaine, Ind.
Fetters, Thelma	Loree, Ind.
Flaugher, Lena	Huntington, Ind.
Flory, Bessie	Defiance, Ohio
Frantz, Olive	Roanoke, Ind.

Freese, Edith	Plymouth, Ind.
Frushour, Vera	Urbana, Ind.
Gandy, Max	Albion, Ind.
Garber, Cora	Markle, Ind.
Garrison, Martha	North Manchester, Ind.
Goff, Leona	Roanoke, Ind.
Grafton, Lucy	Winamac, Ind.
Griffiths, Eva	Andrews, Ind.
Grossnickle, Ruth	North Manchester, Ind.
Hardman, Russel	LaFontaine, Ind.
Harness, Bessie	Galveston, Ind.
Harney, Elsie	Sidney, Ind.
Harp, Chlorus	Sidney, Ind.
Hippensteel, Jay	North Manchester, Ind.
Hoard, Sara	South Whitley, Ind.
Hollinger, Walter	Gettysburg, Ohio
Hollowell, Dessie	Andrews, Ind.
Horn, Mrs. H. W.	Logansport, Ind.
Hott, Bessie	Holmesville, Ohio
Hubbard, Harriet	Wabash, Ind.
Hubbard, Faye	Wabash, Ind.
Huffman, Ira	Greenville, Ohio
Isgrig, Arminta	Eaton, Ind.
Irick, Wilbert	Rossville, Ind.
Jeffrey, Ura	Urbana, Ind.
Jones, Hazel	Denver, Ind.
Jones, Ralph	Argos, Ind.
Jordan, Ruby	Etna Green, Ind.
Kelley, Ancil	Rochester, Ind.
Kindig, Mary	Maey, Ind.
Kinsley, Raymond	Middlebranch, Ohio
Kistler, Emma	Larwill, Ind.
Kintner, Wesley	Ney, Ohio
Kraning, Robert	Peru, Ind.
Latshaw, Bernice	Mulberry, Ind.
Lehman, Goldie	New Weston, Ohio
Lewis, Florence	Lagro, Ind.
Long, Carrie	Macy, Ind.
Long, Martha	Goshen, Ind.
Loveland, Clarence	Delphi, Ind.
Luther, Ruth	Huntington, Ind.
Maugans, Russell	Peru, Ind.
Marvel, Edna	Bourbon, Ind.
Miller, Bernice	Akron, Ohio
Miller, Howard	Nappanee, Ind.
Miller, Mary M.	Rochester, Ind.

Mink, Clarice	South Whitley, Ind.
Mote, Mary	Beaverton, Mich.
Mulligan, Clyde	Ney, Ohio
Myer, Levona	Cutler, Ind.
Ogden, Mark	Laketon, Ind.
Ohmart, Kathryn	Laketon, Ind.
Oyler, Lois	Wabash, Ind.
Palmer, Mary B.	Macy, Ind.
Pearson, Robert	Lafontaine, Ind.
Pfeiffer, Olive	Plymouth, Ind.
Pretorious, Florence	Urbana, Ind.
Powell, Ellis	Macy, Ind.
Powell, Harold	Akron, Ind.
Pownall, Mildred	Grass Creek, Ind.
Raymer, Mabelle	Deedsville, Ind.
Ramey, Bessie	Laketon, Ind.
Reeg, Zelma	South Whitley, Ind.
Rees, Maude	Francesville, Ind.
Renforth, William	Pendleton, Ind.
Ridgway, Mary	Wabash, Ind.
Ritchey, Dolar	Rossville, Ind.
Ritchey, Mary	Rossville, Ind.
Shaw, Leah	Converse, Ind.
Shaw, Mary	Star City, Ind.
Shively, Madge	Bunker Hill, Ind.
Shriner, Josephine	Huntington, Ind.
Smith, Eleanor	Bunker Hill, Ind.
Snowden, Gail	Huntington, Ind.
Snyder, Hope	Walkerton, Ind.
Stage, Pauline	Leesburg, Ind.
Stage, Wilodena	Leesburg, Ind.
Stangle, Alice	Laketon, Ind.
Stephens, Hazel	Lafontaine, Ind.
Stricker, Everett	Walkerton, Ind.
Strauss, Chas.	Greentown, Ind.
Stuhmer, Johanne	Idaville, Ind.
Swank, Mildred	Huntington, Ind.
Swick, Carrie	Silver Lake, Ind.
Swihart, Nora	Argos, Ind.
Taylor, Esther	North Manchester, Ind.
Titus, Mabel	Roann, Ind.
Van Ostran, Leah	Delphi, Ind.
Vining, Ruth	Etna Green, Ind.
Walters, Myrtle	North Manchester, Ind.
Ward, Mary	Denver, Ind.
Weimer, Pauline	Wabash,Ind

Whitmer, Martha	Beaverton, Mich.
Widner, Lester	Walton, Ind.
Wilson, Elva	Kokomo, Ind.
Wilson, Lela	Peru, Ind.
Winge, Ellen	Marion, Ind.
Wisner, Thelma	Huntington, Ind.
Wolf, Lela	Mansfield, Ohio
Wood, Dallas	Silver Lake, Ind.
Wrights, Ada	Peru, Ind.
Yaney, Edith	Decatur, Ind.
Yoder, Martha	South Whitley, Ind.
Yoder, Harry	South Whitley, Ind.
Young, Edna	Huntington, Ind.
Young, Elvie	Huntington, Ind.
Zimmerman, Esther	Ashland, Ohio

Total 175.

ACADEMY

Albaugh, Clyde	Sidney, Ohio
Arnold, Ellis	Decatur, Ill.
Banbury, Lucile	Danville, Ohio
Baptista, Alfonso	Chicago, Ill.
Bigelow, Lois	Granger, Ind.
Beery, Zelma	West Alexandria, Ohio
Biddle, Clifford	Roann, Ind.
Book, Gertrude	North Manchester, Ind.
Bowman, Raymond	Huntington, Ind
Brooks, Etta	Claypool, Ind.
Brooks, Hazel	Claypool, Ind.
Brubaker, Genevieve	North Manchester, Ind.
Caskey, Bessie	North Manchester, Ind.
Chalfant, George	Arcanum, Ohio
Chambers, Gladys	Middleton, Mich.
Clark, Omar	Hagerstown, Ind.
Coblentz, Marie	Peru, Ind.
Coblentz, Mildred	Peru, Ind.
Coblentz, Ruth	Peru, Ind.
Cook, Jesse	Uniondale, Ind.
Crill, Randall	North Manchester, Ind.
Culler, Delmand	North Manchester, Ind.
Delk, William	North Manchester, Ind.
Driver, Clara	North Manchester, Ind.
Driver, Gale	North Manchester, Ind.
Early, Bertha	Beaverton, Mich.
Ebbinghaus, Leonard	North Manchester, Ind.
Eberwine, Lucile	Arcanum, Ohio

Elmore, George	Monticello, Ind.
Fisher, Herbert	Peru, Ind.
Fisher, Ruth	Baltic, Ohio
Frantz, Edith	North Manchester, Ind.
Garber, Theodore	Goshen, Ind.
Garst, Naomi	Dayton, Ohio
Gerber, Mary	North Manchester, Ind.
Gerber, Raymond	North Manchester, Ind.
Green, Ruth	North Manchester, Ind.
Greenawalt, Mildred	Goshen, Ind.
Grossnickle, Mary	Silver Lake, Ind.
Harper, Clara	Ashland, Ohio
Hawkins, Ruth	Mooreland, Ind.
Heisey, William	Union, Ohio
Hendrix, Everett	North Manchester, Ind.
Hershberger, Lovell	Lake Odessa, Mich.
Hoke, Ruby	Greenville, Ohio
Hollenberg, Quinter	Alberta, Canada
Hollinger, Harold	Redcliff, Alberta, Canada
Hollinger, Oma	Greenville, Ohio
Horn, Evelyn	Roseville, Ohio
Hostetler, H. R.	Payette, Idaho
Hostetler, Paul	Plymouth, Ind.
Huffman, Emma	Wenatchee, Wash.
Humbert, Catherine	South Whitley, Ind.
Hummer, D. Edgar	North Manchester, Ind.
Hummer, Nellie	North Manchester, Ind.
Jacobs, Charles	Paxton, Mont.
Jackson, Pearl	Losantville, Ind.
Kingery, Pearl	Flora, Ind.
Kintner, Galen	North Manchester, Ind.
Kircher, Edith	North Manchester, Ind.
Landis, Harry	North Manchester, Ind.
Landis, Harvey	Houston, Va.
Leaman, Mary	Creston, Ohio
Lehman, Galen	North Manchester, Ind.
Leibert, Ethel	Pyrmont, Ind.
Marlow, Myrtle	North Manchester, Ind.
Martindale, Lester	Prescott, Mich.
Mason, Mabel	Prescott, Mich.
McCoy, Elsie	Albia, Iowa
McCoy, Roy	Albia, Iowa
McKee, Mina	South Whitley, Ind.
McMahon, Mary	Van Buren, Ind.
Miller, Clifford	Newcastle, Ind.
Miller, Ralph H.	Lima, Ohio

Miller, Ralph K.	North Manchester, Ind.
Monce, Rupert	North Manchester, Ind.
Moser, Curtis	Lenox, Iowa
Moser, Florence	Lenox, Iowa
Moyer, Ruth	Alvordton, Ohio
Neff, Lucile	New Paris, Ind.
Neher, Howard	North Manchester, Ind.
Noll, Clara	North Manchester, Ind.
Noll, Charles	Sheridan, Mich.
Noll, Donna	Sheridan, Mich.
Noll, Robert	North Manchester, Ind.
Norris, Mabel	North Manchester, Ind.
Patrick, Archie	Rockford, Mich.
Peters, Vera	New Paris, Ind.
Plaugher, Mary	Harrod, Ohio
Root, Jesse	Bradford, Ohio
Rudy, Ethel	Massillon, Ohio
Rudy, Martha	Lima, Ohio
Sargent, Etoile	Bradford, Ohio
Sausaman, Carrie	Roann, Ind.
Schworm, John	Howe, Ind.
Smith, Martha	Galveston, Ind.
Snavely, Ernest	Old Fort, Ohio
Snider, Mary	Lima, Ohio
Snyder, Clayton	Mexico, Ind.
Stutsman, Fern	Goshen, Ind.
Stutsman, Ralph	Goshen, Ind.
Thomas, Chloe	Alvado, Ohio
Thomas, Irvin	Latty, Ohio
Ung Bing, Hugh	Chicago, Ill.
Voorhees, Milleson	North Manchester, Ind.
Voorhees, Russell	North Manchester, Ind.
Weaver, Roger	North Manchester, Ind.
Weaver, Rowena	North Manchester, Ind.
Weimer, Donald	North Manchester, Ind.
Weller, Forrest	Silver Lake, Ind.
Williams, Alta	North Manchester, Ind.
Wine, Clara	North Manchester, Ind.
Wine, Roscoe	Chicago, Ill.
Winger, Robert	North Manchester, Ind.
Witter, Hazel	North Manchester, Ind.
Wolfe, Harold	North Manchester, Ind.
Wray, Deleo	Prescott, Iowa
Young, Ethel	Butternut, Mich.
Young, Everett	Butternut, Mich.
Ziegler, Mary	North Manchester, Ind.

Total 120.

EXPRESSION

Aughinbaugh, Ethel	North Manchester, Ind.
Beahm, Esther	Nokesville, Va.
Bright, Lydia	Laura, Ohio
Diaz, Branlio	Wauseon, Ohio
Danner, Ruth	Brethren, Mich.
Driver, Blanche	North Manchester, Ind.
Dunkin, Hazel	Flora, Ind.
Gripe, Raymond	Rossville, Ind.
Grossnickle, Ivah	North Manchester, Ind.
Halladay, Paul	Greenville, Ohio
Hoke, Mildred	Huntington, Ind.
Keener, Anna	Greenville, Ohio
Keller, Mabel	Fredericktown, Ohio
Lehman, Della	Lima, Ohio
Miller, Georgia	Laketon, Ind.
Miller, Lucile	Nappanee, Ind.
Moyer, Faye	Alvordton, Ohio
Moyer, Glen	Alvordton, Ohio
Moyer, Florence	Lansdale, Pa.
Neher, Viola	Warsaw, Ind.
Peckenpaugh, Dexter	Hagerstown, Ind.
Royer, Kathryn	Greenville, Ohio
Sadler, Verdah	Hart, Mich.
Shull, Mrs. Clara	Girard, Ill.
Weaver, Emma	Clarkville, Mich.
Young, Dorothy	North Manchester, Ind.

Total 26, 7 not previously counted.

VOICE

Adams, Ruth	North Manchester, Ind.
Baker, Mary	North Manchester, Ind.
Banbury, Lucile	Danville, Ohio
Blickenstaff, Mildred	North Manchester, Ind.
Blocher, Catherine	Greenville, Ohio
Bollinger, Amsey	Fruitland, Idaho
Book, Gertrude	North Manchester, Ind.
Bosserman, Mary	Bryan, Ohio
Bowman, Opal	Greenville, Ohio
Brenner, Esta	Bellefontaine, Ohio
Brubaker, Genevieve	North Manchester, Ind.
Chalfant, George	Arcanum, Ohio
Chambers, Harold	Grand Rapids, Mich.
Clawson, Hazel	Ockley, Ind.
Coblentz, Ruth	Peru, Ind.
Coy, Everett	Tippecanoe City, Ohio

Cripe, Gloe Hubert	Camden, Ind.
Delk, William	North Manchester, Ind.
Driver, Blanche	North Manchester, Ind.
Early, Carrie	Lima, Ohio
Eikenberry, Truda	North Manchester, Ind.
Eley, Geraldine	New Madison, Ohio
Fields, Ida	New Paris, Ind.
Flory, Ursula	Logansport, Ind.
Funderburg, Orville	New Madison, Ohio
Good, Naomi	Dutton, Mich.
Grossnickle, Mary	Silver Lake, Ind.
Halladay, Paul	Greenville, Ohio
Hay, Mary	Hagerstown, Ind.
Heestand, Warren	Huntington, Ind.
Heeter, Ira	Roann, Ind.
Hershberger, Lovell	Lake Odessa, Mich.
Hoff, Lloyd	Wooster, Ohio
Hollenberg, Grace	Alberta, Canada
Hoover, Buryl	Hastings, Mich.
Hoshaw, Hazel	Ockley, Ind.
Imes, Lenora	Wauseon, Ohio
Keener, Anna	Greenville, Ohio
Keller, Eldon	Fredericktown, Ohio
Keller, Mabel	Fredericktown, Ohio
Klepinger, Lowell	Dayton, Ohio
Long, Elma	Goshen, Ind.
Martin, Helen	Pioneer, Ohio
Miller, Ada	Lima, Ohio
Miller, Rosa	Plymouth, Ind.
Moyer, Faye	Alvordton, Ohio
Moyer, Ruth	Alvordton, Ohio
Murray, Lola	Dayton, Ohio
Myers, Dessie	Dayton, Va.
Neff, Lucile	New Paris, Ind.
Neher, Maude	Mountain Grove, Mo.
Norris, Mabel	North Manchester, Ind.
Oberlin, Mrs. Chas	North Manchester, Ind.
Peters, May	Delta, Ohio
Rasor, Mabel	Brookville, Ohio
Rowland, Candace	Peru, Ind.
Rowland, Herald	Lake Odessa, Mich.
Royer, Virgil	Arcanum, Ohio
Sadler, Verdah	Hart, Mich.
Sausaman, Carrie	Roann, Ind.
Scrogum, Arthur	Hart, Mich.
Stebbins, Carl	Dayton, Ohio

Stebbins, Frank	Dayton, Ohio
Swope, Lana	Dayton, Ohio
Thomas, Irvin	Latty, Ohio
Turner, Lucile	Urbana, Ind.
Ulrey, Fred	Goshen, Ind.
Wagoner, Mildred	Flora, Ind.
Weaver, Emma	Clarkville, Mich.
Whitehead, Glen	Warsaw, Ind.
Whitehead, Lauree	Warsaw, Ind.
Wine, Grace	Dayton, Ohio
Wolfe, Madeline	North Manchester, Ind.
Workman, Mabel	North Manchester, Ind.
Younker, F. T.	Creston, Ohio
Young, Helen	North Manchester, Ind.
Young, Mabel	Mogodore, Ohio
Ziegler, Mary	North Manchester, Ind.

Total 78, 31 not previously counted.

PIANO

Adams, Ruth	North Manchester, Ind.
Bowers, Harry	Fruitland, Idaho
Brenner, Esta	Bellefontaine, Ohio
Burke, Eldon	Walkerton, Ind.
Clawson, Hazel	Ockley, Ind.
Dunkin, Hazel	Flora, Ind.
Farley, Lela	North Manchester, Ind.
Funderburg, Orville	New Madison, Ohio
Halladay, Paul	Greenville, Ohio
Hampton, Lela	North Manchester, Ind.
Heestand, Warren	Huntington, Ind.
Heim, Pleasant	North Liberty, Ind.
Helser, Dessie	Thornville, Ohio
Hershberger, Lovell	Lake Odessa, Mich.
Hieger, Sylvia	Paoli, Ind.
Hippensteel, Beulah	North Manchester, Ind.
Howe, Mrs. Clara	North Manchester, Ind.
Imes, Lenora	Wauseon, Ohio
Kintner, Galen	North Manchester, Ind.
Klepinger, Lowell	Dayton, Ohio
Long, Elma	Goshen, Ind.
Lower, Velma	North Manchester, Ind.
Martin, Helen	Pioneer, Ohio
Miller, Georgia	Laketon, Ind.
Miller, Lucile	Nappanee, Ind.
Miller, Rosa	Plymouth, Ind.
Mink, Clarice	South Whitley, Ind.

Mitchel, Hazel	Center Point, Ind.
Moyer, Faye	Alvordton, Ohio
Neher, Elsie	Tippecanoe City, Ohio
Myer, Levona	Cutler, Ind.
Peckinpaugh, Dexter	Hagerstown, Ind.
Peters, May	Delta, Ohio
Replogle, Fred	Rossville, Ind.
Royer, Hubert	Bellefontaine, Ohio
Rudy, Ethel	Massillon, Ohio
Stombaugh, Lena	Paulding, Ohio
Swihart, Fairy	Churubusco, Ind.
Taylor, Esther	North Manchester, Ind.
Wagoner, Mildred	Flora, Ind.
Weaver, Emma	Clarkville, Mich.
Young, Helen	North Manchester, Ind.

Total 42, 10 not previously counted.

HOME ECONOMICS

Alber, Juanita	Grass Creek, Ind.
Arnold, Faye	Sidney, Ind.
Aughinbaugh, Ethel	North Manchester, Ind.
Baker, Mary	North Manchester, Ind.
Banthan, Myrtle	Lafontaine, Ind.
Bowman, Opal	Greenville, Ohio
Braid, Vesta	Homeworth, Ohio
Brumbaugh, Hazel	Union, Ohio
Butterbaugh, Dorothy	North Manchester, Ind.
Carey, Vida	Argos, Ind.
Clark, Gladys	Peru, Ind.
Coffman, Anna	Trotwood, Ohio
Deeter, Frances	West Milton, Ohio
Denlinger, Alma	Dayton, Ohio
Driver, Blanche	North Manchester, Ind.
Driver, Clara	North Manchester, Ind.
Eash, Mildred	Tiosa, Ind.
Geyer, Thorold	Milford, Ind.
Grafton, Lucy	Winamac, Ind.
Grosh, Fern	Nappanee, Ind.
Gump, Marjery	North Manchester, Ind.
Gump, Pauline	New Carlisle, Ohio
Harper, Clara	Ashland, Ohio
Helser, Dessie	Thornville, Ohio
Hoke, Mildred	Huntington, Ind.
Hollowell, LaVerne	Andrews, Ind.
Hornish, Ina	Defiance, Ohio
Hoshaw, Hazel	Ockley, Ind.

Huffman, Emma	Wenatchee, Wash.
Ikenberry, Marie	North Manchester, Ind.
Lower, Velma	North Manchester, Ind.
McGlennen, Eva	North Manchester, Ind.
Mitchel, Hazel	Center Point, Ind.
Mote, Mary E.	Beaverton, Mich.
Neher, Maude	Mountain Grove, Mo.
Neher, Viola	Warsaw, Ind.
Noffsinger, Susie	Dayton, Ohio
Reber, Ruth	North Manchester, Ind.
Smith, Lola	North Manchester, Ind.
Stebbins, Catherine	Dayton, Ohio
Swihart, Fairy	Churubusco, Ind.
Taylor, Mary	LaVerne, Cal.
Wagoner, Mildred	Flora, Ind.
Wolfe, Madeline	North Manchester, Ind.
Workman, Mabel	North Manchester, Ind.
Wright, Rena	Rochester, Ind.
Young, Dorothy	North Manchester, Ind.

Total 46, 1 not previously counted.

COMMERCIAL

Albaugh, Clyde	Sidney, Ohio
Book, Gertrude	North Manchester, Ind.
Brookins, O. W.	North Manchester, Ind.
Chalfant, George	Arcanum, Ohio
Chambers, Gladys	Middleton, Mich.
Cline, Irvin	Fort Recovery, Ohio
Delk, William	North Manchester, Ind.
Dewey, Domer	North Manchester, Ind.
Early, Carrie	Lima, Ohio
Eikenberry, Truda	North Manchester, Ind.
Farlow, Viola	Bryan, Ohio
Funderburg, Truth	Laketon, Ind.
Garber, Theodore	Goshen, Ind.
Good, Naomi	Dutton, Mich.
Green, Ruth	North Manchester, Ind.
Hare, Conrad	North Manchester, Ind.
Harper, Clara	Ashland, Ohio
Heisey, William	Union, Ohio
Hoke, Ruby	Greenville, Ohio
Hostetler, Harvey	Payette, Idaho
Huddleson, Dorthea	Wabash, Ind.
Kircher, Edith	North Manchester, Ind.
Klepinger, Russel	Pittsburgh, Ohio
Knapp, Opal	North Manchester, Ind.

Kohr, Harry	North Manchester, Ind.
Landis, Harry	North Manchester, Ind.
Lehman, Galen	North Manchester, Ind.
Lehman, Samuel	Dixon, Ill.
Merritt, Daisy	North Manchester, Ind.
Monce, Rupert	North Manchester, Ind.
Moser, Curtis	Lenox, Iowa
Naber, Ethel	North Manchester, Ind.
Olinger, Devon	North Manchester, Ind.
Ranck, Ivan	Roann, Ind.
Ranck, Royal	Roann, Ind.
Rodes, Arno	Clovis, New Mexico
Rowland, Herald	Lake Odessa, Mich.
Sailors, Freida	North Manchester, Ind.
Sausaman, Carrie	Roann, Ind.
Schworm, John	Howe, Ind.
See, Sylvia	Macy, Ind.
Snavely, Ernest	Old Fort, Ohio
Stutsman, Fern	Goshen, Ind.
Storey, Thelma	Wabash, Ind.
Weaver, Roger	North Manchester, Ind.
Weimer, Chester	North Manchester, Ind.
Wenrick, Raymond	Piqua, Ohio
Wetzel, Tom	North Manchester, Ind.
Wise, Robert	Anderson, Ind.
Wolfe, Mildred	North Manchester, Ind.
Wray, Deleo	Prescott, Iowa
Young, Helen	North Manchester, Ind.
Ziegler, Mary	North Manchester, Ind.
Zimmerman, Ethel	New Carlisle, Ohio

Total 56, 21 not previously counted.

BIBLE

Aughinbaugh, Ethel	North Manchester, Ind.
Aughinbaugh, Fred	North Manchester, Ind.
Bagwell, C. E.	Bremen, Ohio
Bagwell, Olive	Bremen, Ohio
Bagwell, Winifred	Bremen, Ohio
Baker, Mary	North Manchester, Ind.
Blickenstaff, L. C.	North Manchester, Ind.
Bosserman, Mary	Bryan, Ohio
Bowers, Harry	Fruitland, Ohio
Brenner, Esta	Bellefontaine, Ohio
Bright, J. Daniel	Laura, Ohio
Bright, Lydia	Laura, Ohio
Butterbaugh, Dorothy	North Manchester, Ind.

Clawson, Hazel	Ockley, Ind.
Cover, S. L.	North Manchester, Ind.
Cripe, Gloe Hubert	Camden, Ind.
Culler, George	North Manchester, Ind.
Eley, Geraldine	New Madison, Ohio
Elmore, George	Monticello, Ind.
Fairburn, Vernon	Indianapolis, Ind.
Funderburg, Mabel	Tippecanoe City, Ind.
Garber, Charles	Markle, Ind.
Garst, Jno	Dayton, Ohio
Geyer, Thorold	Milford, Ind.
Gilmer, Clarence	South Whitley, Ind.
Goshorn, Robert	Clay City, Ind.
Grossnickle, Ivah	North Manchester, Ind.
Halladay, Paul	Greenville, Ohio
Hampton, Lela	North Manchester, Ind.
Hay, Mary	Hagerstown, Ind.
Heestand, Warren	Huntington,Ind.
Hershberger, Lovell	Lake Odessa, Mich.
Hershberger, Ina	Somerset, Ind.
Hieger, Sylvia	Paoli, Ind.
Hiller, Cletus	Kenmore, Ohio
Hoke, Mildred	Huntington, Ind.
Hoff, Lloyd	Wooster, Ohio
Hoke, Ruth	Greenville, Ohio
Hoover, Buryl	Hastings, Mich.
Imes, Lenore	Wauseon, Ohio
Kingery, Delilah	Kewanna, Ind.
Kinsley, Ralph	Middlebranch, Ohio
Kinsley, Raymond	Middlebranch, Ohio
Lautzenhiser, Bertha	North Manchester, Ind.
Marburger, Walter	Monticello, Ind.
Miller, Lucile	Nappanee, Ind.
Miller, Rosa	Plymouth, Ind.
Mitchel, Hazel	Center Point, Ind.
Morris, Arthur	North Manchester, Ind.
Mosebaugh, Walter	Arcadia, Ind.
Mote, A. O.	Woodland, Mich.
Mote, Mabel	Brookville, Ohio
Moyer, Glen	Alvordton, Ohio
Moyer, Ruth	Alvordton, Ohio
Murray, D. R.	Dayton, Ohio
Murray, Lola	Dayton, Ohio
Myers, Dessie	Dayton, Va.
Myer, Levona	Cutler, Ind.
Neher, Catherine	Flora, Ind.

Neher, Elsie	Tippecanoe City, Ohio
Neher, Maude	Mountain, Grove, Mo.
Noffsinger, Susie	Dayton, Ohio
Norris, Paul	North Manchester, Ind.
Nyhart, Howard	Danville, Ohio
Oberlin, Chas.	North Manchester, Ind.
Olwine, John	Greenville, Ohio
Peters, May	Delta, Ohio
Petersime, F. H.	North Manchester, Ind.
Ronk, K. R.	Roann, Ind.
Rowland, Candace	Peru, Ind.
Rowland, Herald	Lake Odessa, Mich.
Royer, Hubert	Bellefontaine, Ohio
Royer, Virgil	Arcanum, Ohio
Sink, Robert	North Manchester, Ind.
Smeltzer, John	Noblesville, Ind.
Smeltzer, Merrill	Cando, N. D.
Stinebaugh, Audra	North Manchester, Ind.
Stoner, Paul	Ladoga, Ind.
Swope, Lana	Dayton, Ohio
Vance, Hubert	New Paris, Ind.
Wagoner, Mildred	Flora, Ind.
Weaver, Emma	Clarkville, Mich.
Wells, John	Camden, Ind.
Wine, Grace	Dayton, Ohio
Wine, N. B.	Dayton, Ohio
Yoder, L. J.	North Manchester, Ind.
Younker, F. T.	Creston, Ohio

Total 89, 12 not previously counted.

AGRICULTURE

Brumbaugh, Emerson	Union, Ohio
Burger, Quinter	Howe, Ind.
Cripe, Gloe Hubert	Camden, Ind.
Denlinger, Huber	Dayton, Ohio
Funderburg, Orville	New Madison, Ohio
Keller, Eldon	Fredericktown, Ohio
Kuszmaul, Clyde	Bryan, Ohio
Leaman, Paul	Creston, Ohio
Marburger, Walter	Monticello, Ind.
Miller, William	Greenville, Ohio
Nyhart, Howard	Danville, Ohio
Olwine, John	Greenville, Ohio
Paul, Nelson	New Paris, Ind.
Royer, Virgil	Arcanum, Ohio
Stebbins, Carl	Dayton, Ohio

Vance, Rupert	New Paris, Ind.
Wyne, Paul	LaPlace, Ill.

Total 18, 2 not previously counted.

ART

Amber, Velma	Urbana, Ind.
Barnes, Cleo	Larwill, Ind.
Beigh, Hilda	Sidney, Ind.
Bolinger, Kathryn	North Manchester, Ind.
Bowers, Harry	Fruitland, Idaho
Brubaker, Lila	Virden, Ill.
Burr, Elva	North Manchester, Ind.
Butterbaugh, Dorothy	North Manchester, Ind.
Cripe, Nora	North Manchester, Ind.
Dewey, Martha	North Manchester, Ind.
Driver, Blanche	North Manchester, Ind.
Dunkin, Hazel	Flora, Ind.
Eley, Geraldine	New Madison, Ohio
Eikenberry, Truda	North Manchester, Ind.
Flory, Bessie	Defiance, Ohio
Griffith, Eva	Andrews, Ind.
Hollowell, Laverne	Andrews, Ind.
Keller, Mabel	Frederickton, Ohio
Kurtz, Ada	Hartville, Ohio
Lautzenhiser, Bertha	North Manchester, Ind.
Miller, Esther	Wabash, Ind.
Mote, Mary E.	Beaverton, Mich.
Neher, Viola	Warsaw, Ind.
Shively, Marie	North Manchester, Ind.
Shull, Clara	Girard, Ill
Swihart, Ruth	North Manchester, Ind.
Wolfe, Madeline	North Manchester, Ind.
Workman, Mabel	North Manchester, Ind.

Total 28, 6 not previously counted.

CORRESPONDENCE STUDENTS

Adams, R. E.	Huntington, Ind.
Blough, J. Roy	Astoria, Ill.
Burrous, Lee	Lincoln, Ind.
Geiger, C. H.	Warsaw, Ind.
Scrogum, Ira	Hart, Mich.
Shultz, Herman	Huntington, Ind.
Stutsman, Fern	Goshen, Ind.

Total 7, 5 not previously counted.

Total number of students enrolled without duplicates, 670.

BACHELOR OF ARTS

1900—Smith, Troy, Teacher....................Portland, Ind.
Tannreauther, George W., Teacher in University of Missouri..................................Columbia, Mo.

1902—Early, S. P., Pastor......................Windber, Pa.
Layman, George, Teacher.................Roanoke, Va.

1903—Cottrel, D. O., Minister.........North Manchester, Ind.

1906—Foster, O. D., Teacher in Y. M. C. A. College, Chicago, Ill.

1908—Studebaker, Jessie (Boone), Deceased.................

1909—Stoner, D. L., Deceased...........................

1910—Studebaker, M. E., Teacher.................Muncie, Ind.

1912—Kintner, Edward, Science Teacher...Manchester College
Stout, M. A., Teacher...................Sebring, Fla.
Studebaker, H. A., Pastor.................Sterling, Ill.

1913—Beery, Geno, Student of Medicine..........Chicago, Ill.
Morris, Charles, Teacher, McPherson College.........
.....................................McPherson, Kan.
Schwalm, V. F., History Teacher....Manchester College

1914—Moyer, Della, Deceased............................
Moyer, Elgin, Teacher...................Chicago, Ill.
Schultz, L. W., Principal of Academy, Manchester College
Sollenberger, I. J., Student of University of Ohio.....
..................................Columbus, Ohio
Stine, O. W., Business....................Goshen, Ind.
Stoner, E. N., Farmer....................Ladoga, Ind.
Stoner, Florence (Burkett)...............Ladoga, Ind.
Wagoner, G. F., Pastor..................Arcadia, Ind.

1915—Blough, S. S., Pastor......................Astoria, Ill.
Boomershine, Reuben, Student............Chicago, Ill.
Boomler, W. E., Ranchman............Shepherd, Mont.
Boyer, W. F., Bookkeeper.......North Manchester, Ind.
Brubaker, H. A., Pastor..................Pasadena, Cal.
Brumbaugh, J. C., Pastor..............Cairo Gordo, Ill.
Dunbar, J. E., Farmer....................Bowers, Ind.
Grisso, Lillian, Missionary.........................India
Grossnickle, Russel, Student of University of Indiana
................................Bloomington, Ind.
Helman, H. H., Pastor................South Bend, Ind.
Irick, Simon, Teacher...................Rossville, Ind.
Myers, C. I., Teacher..................Edgemont, S. D.

Oberholtzer, Elizabeth, (Weybright), Missionary..Peking, China
Peter, W. W., Teacher.............Manchester, College
Sellers, Arthur, Teacher and Pastor.......Arcadia, Fla.
Senger, Nettie, Missionary..............Peking, China
Smeltzer, Jesse, Pastor....................Girard, Ill.
Peters, Rowena (Stoner)........North Manchester, Ind.
Ulrey, Loraine, Teacher.........North Manchester, Ind.
Yoder, C. H........................Los Angeles, Cal.

1916—Bonewitz, Beatrice, Teacher.....North Manchester, Ind.
Eley, Theodore, Teacher................Bradford, Ohio
Flory, Rolland, Teacher...............Sherwood, Ohio
Holl, Carl, Teacher, Blue Ridge College.......................................New Windsor, Md.
Hoover, O. L., Student.................Columbus, Ohio
Kessler, Agnes, Student....................Chicago, Ill.
Leonard, J. W., Teacher.................Louisville, Ky.
Miller, R. H., Pastor...................LaVerne, Cal.
Murray, Grace (Barnhart)...............Wabash, Ind.
Shively, T. A., Teacher...................Denver, Ind.
Shideler, N. M., Pastor...............Greencastle, Ind.
Shock, Laura, Missionary Teacher..............China
Smith, Freadus, Commercial Chemist..Birmingham, Ala.
Smith, Lois, Teacher...................Frankfort, Ind.
Snavely, Everett, Farmer...............Kingsley, Iowa
Sollenberger, C. C., Pastor..............Johnstown, Pa.
Stutsman, Sadie, Art and Expression Teacher..Manchester College
Swartz, Goldie, Missionary.........................India
Tinkle, William, Student................Chicago, Ill.
Winger, Roger, Student, University of Chicago..Chicago, Ill.

1917—Barker, Marie (Kindell)..............Covington, Ohio
Blough, Carman, Teacher............Fond du Lac, Wis.
Buckley, Wm. J., Pastor.................Dayton, Ohio
Dickey, Orville, Teacher.................Omaha, Neb.
Dunbar, Anna (Ikenberry)..............Bowers, Ind.
Frantz, R. R..............................Peru, Ind.
Funderburg, Drue, Student.......Bethany Bible School
Gingerich, Jacob H., Expression Teacher...Bethany Bible School
Grossnickle, Warren, Teacher...........Rockfield, Ind.
Grosh, Pearl M., Medical Student........Madison, Wis.
Heisey, W. J., Missionary............Shou Yang, China
Holl, Dio L., Student............Ohio State University

	Irvin, Floyd, Pastor	Homeworth, Ohio
	Mallott, Floyd, History Teacher	Blue Ridge College
	Miller, Marcus C., Medical Student	Ohio State University
	Minnich, Eva (Shepherd)	Elgin, Ill.
	Minnich, Spencer, Assistant to Secretary of General Mission Board	
	Phillips, George, Student	Bethany Bible School
	Randolph, H. S., Teacher	Mt. Morris, Ill.
	Randolph, Ida (Press)	Chicago, Ill.
	Royer, Galen, Student	Bethany Bible School
	Schaeffer, Mary Ann, Missionary	Ping Ting Skein, Shansi, China
	Schubert, Carl, Business	North Manchester, Ind.
	Shively, Marie, Teacher	Laketon, Ind.
	Sites, D. E., Business	Colorado Springs
	Sollenberger, O. C., Missionary	Peking, China
	Stinebaugh, W. C., Student	Bethany Bible School
	Ulrey, A. L., Banker	N..orth Manchester, Ind.
	West, Daniel, Teacher	Pleasant Hill, Ohio
	Wright, Charles A., Teacher	Manchester College
	Yoder, Leslie J., Student	Manchester College
1918—	Beahm, Anna, Student	Bethany Bible School
	Boyd, Anna, Teacher	Manchester College
	Brookins, Mary, Teacher	New Waverly, Ind.
	Byerly, C. C., Teacher	Farmers City, Ill.
	Delk, Margaret, Home Economics Teacher	Manchester College
	Eisenbise, Esther	Chicago, Ill.
	Hoffman, Albert C., Teacher	Plymouth, Ind.
	Huffman, Anna, Deceased	
	Jobes, Mrs. Pearl, Teacher	Arcanum, Ohio
	Keever, J. C., Teacher	Marathon, Iowa
	Keim, Anna (Keim)	Nampa, Idaho
	Keim, C. Ray, Teacher	Nampa, Idaho
	Miller, Elsie, Teacher	Manchester, College
	Miller, Leo H., Pastor	Eaton, Ind.
	Mummert, Cletus B., Teacher	Huntington, Ind.
	Plaugher, Leroy	Beaverdam, Ohio
	Royer, Nellie (Creddlebaugh)	Chicago, Ill.
	Sollenberger, Laurel, Teacher	Fletcher, Ohio
	Warner, Lozier, Teacher	Two Harbors, Minn.
	Weaver, Myrtis	Goshen, Ind.
	Wenger, Russel, Bible Teacher	Manchester, College
	White, Ralph, Studen...t	Bethany Bible School
	Woods, Beulah, Teacher	Nampa, Idaho

1919—Bechtel, Lola, Nurse's Training............Chicago, Ill
Brown, Nettie, Missionary.........................Indi
Epply, Garret, Superintendent of Schools..........
..................................Francesville, Ind
Flory, Margaret, Teacher.............Huntington, Ind
Garver, Miriam, Teacher...............Trotwood, Ohi
Heestand, Cora, Teacher.............Huntington, Ind
Heeter, Tressa, Teacher.....................Roann, Ind
Helser, Albert, Student...........Bethany Bible Schoo
Irvin, Trude (Mishler)...............Homeworth, Ohi
Jobes, Herschel, Teacher................Arcanum, Ohi
Kessler, Emma, Teacher...............Fruitland, Idah
Kintner, Elizabeth, Missionary...................India
Metzger, Ida, Medical Student........Los Angeles, Cal
Minnich, Ruth, Teacher...............Greenville, Ohi
Shamberger, C. H., Pastor.............Fruitland, Idah
Wagoner, Dora, Deceased...........................
Weybright, Student..............Bethany Bible Schoo
Yohn, Ora (Hale)........................Chicago, Ill

General Index

- Academy 59
- Agriculture 54
- Alumni (Bachelor of Arts) 119
- Art 80
- Bible School 45
  - Affiliation With Bethany 53
  - Courses For Graduation 51
  - Courses of Study 45
  - Special Bible Term 53
- Business Department 70
- Calendar 3
- College of Liberal Arts 22
  - Admission 22
  - Courses of Study—
    - Biology 35
    - Chemistry 35
    - Education 30
    - English 27
    - French 33
    - German 33
    - Greek 32
    - History 25
    - Latin 32
    - Mathematics 33
    - Medical 32
    - Philosophy 24
    - Sociology 30
  - Degrees 22
  - Graduation 23
- Committees of the Faculty and Trustees 4
- Correspondence and Extension Courses 86
- Departments 21
- Equipment of the College—
  - Buildings 13
  - Endowment 16
  - Laboratories 15
  - Library 16
- Examinations 93
- Expenses 89

Expression 78
Faculty—
    Academy 59
    Bible 45
    Business (see General Faculty)
    College (see College Courses of Study)
    General Faculty 5
    Music (see general Faculty)
    Normal 38
Government, Discipline and Rules .... 18 and 91
Graduates of 1919-1920 94
History of Manchester College 11
Home Economics 57
Information For Students 91
Manual Training 77
Normal School 38
    Indiana Courses of Study 39
    Ohio Courses of Study 42
Physical Culture 84
Preparatory 85
Publications 17
Societies of the College—
    Literary 18
    Religious 19
Student Enrollment for 1919-1920 97
Summer School 82
Trustees 4

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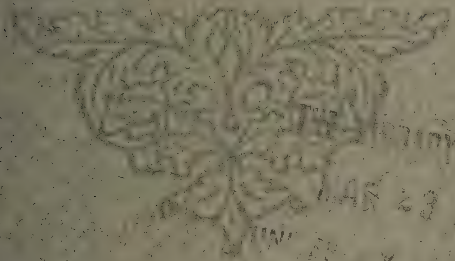

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Vol. 14 APRIL 1921 No. 80

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1921-1922

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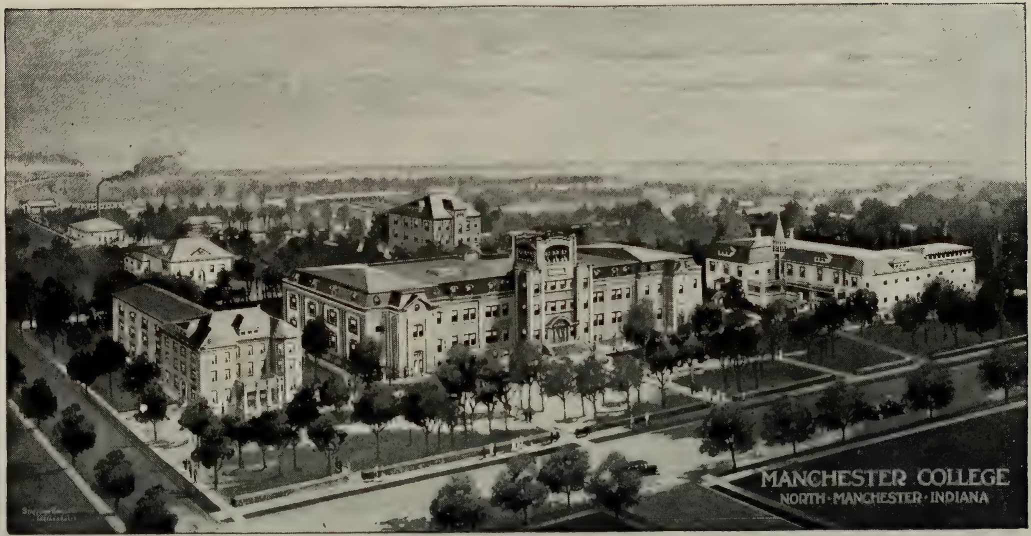
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Manchester College Bulletin

1921-1922

Owned by Seven Districts of the Church of the Brethren in INDIANA, OHIO AND MICHIGAN

THIS CATALOGUE is free to friends, patrons, former tudents and prospective students. It costs too much, however, o have it thrown aside with a passing glance into the waste asket. Read it yourself and see what the school is doing; then ell others that they, too, may become interested. If you do not eceive a copy, write to the college, and it will be sent to you t once.

R. WILLIAMS & SONS
PRINTERS
WARSAW, INDIANA

Manchester College Bulletin

Entered Dec. 24, 1907, at North Manchester, Ind., as second class matter under act of Congress of July 26, 1894. Acceptance for mailing at the special rate of postage provided in section 1103, Act of October 3, 1917, authorized June 21, 1919.

Vol. 14 APRIL, 1921 No. 80

Calendar 1921-1922

FALL TERM—TWELVE WEEKS

September 6, Tuesday—Fall term opens.
Registration and presentation of certificates.
October 18, Monday—Mid-fall term opening.
November 22 and 23—Term examinations.
November 24, Thursday—Thanksgiving recess.

WINTER TERM—TWELVE WEEKS

November 28, Monday—Winter term opens.
December 22, Thursday—Holiday vacation begins.
January 3, Tuesday, 7:30 a. m.—Class work begins after holiday vacation.

SPECIAL BIBLE TERM—JANUARY 10 TO JANUARY 15

February 24 and 25, Thursday and Friday—Term Examinations.

SPRING TERM—TWELVE WEEKS

March 1, Wednesday—Spring term opens.
April 11, Tuesday—Mid-spring term opening for teachers.
Graduating Theses Due.
May 12, Friday—Reception to graduates.
May 13, Saturday—Joint program of Literary Societies.
May 14, Sunday—Sermon to graduates.
May 16 and 17, Tuesday and Wednesday—Term examinations.
May 17, Wednesday—Business meeting of the Trustees.
May 18, Thursday—Last chapel service and class day exercises.
Evening—Annual Commencement.

SUMMER NORMAL—TWELVE WEEKS.

May 22, Monday—Summer Normal opens.
July 2, Monday—Mid-summer term opening.
August 10 and 11, Thursday and Friday—Term examinations.
August 13—Summer normal closes.

Organization

BOARD OF TRUSTEES

G. A. Snider, Chairman	Lima, Ohio
J. L. Cunningham, Secretary	North Manchester, Indiana
L. W. Teeter	Hagerstown, Indiana
D. B. Garber	Markle, Indiana
Manly Deeter	Milford, Indiana
G. S. Strausbaugh	Fredericktown, Ohio
Levi Minnich	Greenville, Ohio
J. Edson Ulery	Onekama, Michigan

EXECUTIVE BOARD

Otho Winger, President	North Manchester, Indiana
J. L. Cunningham, Secretary	North Manchester, Indiana
L. D. Ikenberry, Treasurer	North Manchester, Indiana
G. A. Snider, Chairman Board of Trustees	Lima, Ohio
V. F. Schwalm, Dean of College	North Manchester, Indiana

GENERAL EDUCATIONAL BOARD

D. W. Kurtz, Chairman	McPherson, Kansas
D. M. Garver, Vice-Chairman	Trotwood, Ohio
J. S. Flory	Bridgewater, Virginia
J. W. Leer	Chicago, Illinois
J. S. Noffsinger	New York City

STANDING COMMITTEES OF TRUSTEES

Executive Board	Snider, Cunningham
Visiting Committee	Teeter, Strausbaugh, Minnich
Finance Committee	Garber, Deeter, Ulery

Faculty 1921-1922

OTHO WINGER, A. M., L. L. D., President, Philosophy. Manchester College, 1898-1902. A. B., Indiana University, 1905; A. M., 1907. L. L. D., Mt. Morris College, 1918. Superintendent of Schools, Sweetser, Ind., 1903-1905. Superintendent of Schools, Hope, Ind., 1905-1907. Professor of History, Philosophy and English, Manchester College, 1907-1911. Vice-President Manchester College, 1910-1911. President of Manchester College since 1911.

L. D. IKENBERRY, A. M., L. L. D., Vice-President, Astronomy and Geology. Student in Bridgewater College, Va., 1888-1890 Student and Instructor in McPherson College, Kansas, 1893-1894. A. B., University of Kansas, 1897. A. M., Ohio Northern University, 1900. L. L. D., Manchester College, 1918. Professor Mathematics and Science, Botetourt Normal College, Va., 1891-1893. President, Ibidem, 1897-1900. Chairman of Faculty, Manchester College, 1900-1901. Professor Mathematics and Astronomy, Manchester College since 1900. Graduate student in Columbia University, summer 1912. Vice-President Manchester College since 1918.

VERNON SCHWALM, A. M., History and Political Science. Student in Manchester College, 1908-1910. Assistant Principal Wakarusa High School, 1910-1911. Student and Instructor in Manchester College, 1911-1913. A. B. degree, Graduate student, University of Chicago, summer schools in 1913, 1914 and 1919 and winter and spring terms of 1916. Student in Bethany Bible School, fall term 1915. A. M. degree, University of Chicago, 1916. Professor of History and Political Science since 1913. Dean of College of Liberal Arts since 1918.

EDWARD KINTNER, A. M., Chemistry and Biology. Student in Manchester College in 1899 and 1900. Superintendent of Schools, Farmer, Ohio, 1908-1909. Student and Instructor in Manchester College, 1909-1912. A. B. degree, Post-graduate in Ohio State University, Summer 1912 and 1913; A. M., 1914. Professor Science and Agriculture, Manchester College, 1912-1917. Professor of Chemistry and Secretary of the Faculty since 1917.

D. C. REBER, A. M., Pd. D., Ancient Languages. B. E., Juniata College, 1891; M. E., 1893; A. B., 1897. Pd. M. New York University, 1901; Pd. D., 1902. Principal of

Schools, New Enterprise, Pa., 1891-1893. Instructor in Latin, Juniata College, 1897-1900. Professor of Languages and Pedagogy, Elizabethtown College, 1902-1918. Vice-President of Elizabethtown College, 1904-1907. Acting President, Ibidem, 1907-1910. President of Elizabethtown College, 1910-1918. Professor of Ancient Languages, Manchester College, since 1918.

A. R. EIKENBERRY, B. S., A. M., Agriculture.
Student in Bethany Bible School, 1909-10. A. B., Mt. Morris College, 1917. Graduate student in summer school, University of Illionis, 1917, and second semester of 1920, B. S. degree. Graduate studednt in summer school, Manchester College, 1918 and 1919, A. M. degree. Professor of Agriculture, Mt. Morris College, 1917-18. Professor of Agriculture, Manchester College, since 1918.

W. W. PETERS, A. M., Psychology and Education.
Student Manchester College, 1912-15; A. B. degree. Superintendent of Bethel Township schools, 1915-19. Graduate student, Ohio State University, summer school, 1918, 1919 and 1920, A. M. degree. Professor of Education and Psychology, Manchester College, since 1919.

RUSSELL C. WENGER, B. D., A. M., Bible Literature and Bible Theology. Student in Bethany Bible School Student in Manchester College, 1916-1918; A. B. degree. Graduate student in University of Chicago, 1918-1920; A. M. degree. B. D., Bethany Bible School, 1919. Professor of Biblical Theology, since 1919.

JOHN E. DOTTERER, A. M., Mathematics and Physics.
A. B., Blue Ridge College, 1912. Professor Mathematics, Park College Academy, Mo., 1912-1915. Graduate student, University of Kentucky, 1915-1916. Graduate student, University of Illinois, 1916-1917; A. M. degree. Professor Mathematics in Hoopeston, Illinois, Junior College, 1917-1918. Graduate student, University of Chicago, 1919. Professor of Mathematics and Physics since 1919.

J. R. SCHUTZ, A. M., English and Debating.
A. B. degree, Otterbein University, 1914. Graduate student, University of California, summer 1915. Principal of Riley Township High School, 1914-1918. Graduate student, University of Chicago, 1918-1919; A. M. degree. Professor of English and Sociology, Manchester College, since 1919.

SADIE STUTSMAN WAMPLER, A. M., Engish and Expression. Graduate of the Academy of Maryland Collegiate Institute, 1904. Private study in Art, Washington, D. C., 1904-1905. Student in Chicago Art College, summer 1906. Summer session in Columbia College of Expression, 1907. Graduate from the Music Department of Manchester College, class 1907. Student in College of Liberal Arts; A. B. degree, 1916. Columbia School of Expression, fall and winter terms, 1918-1919, Graduate. A. M., Manchester College, 1920. Instructor in Art and Expression, 1907-1919. Professor of English and Expression since 1919.

VEDA M. VOSE, A. M., French.

Graduate of Winona High School, 1913. Student in Eureka College, 1913-1917; A. B. degree. Teacher in Kendalls High School, 1917-1918. Graduate student in University of Illinois 1918-1919; A. M. degree. Professor of English, Manchester College, 1919-1920. Professor of French and Spanish, since 1920.

H. S. RANDOLPH, A. M., Practical Theology.

B. E., Daleville College, 1912. Student and instructor, Daleville College, 1912-1914. Student, University of Virginia, summer 1915. Student, University of Johns Hopkins, summer 1916. Student and instructor, Manchester College, 1916-1917; A. B. degree. Divinity student, Bethany Bible School, 1917-1918. Graduate student, University of Chicago, 1918-1919; A. M. degree. Instructor and President, Hebron Seminary, 1914-1916. Pastor, Church of the Brethren, 1916-1918. Professor of Theology, Mt. Morris College, 1919-1920. Professor of Practical Theology, Manchester College, since 1920.

R. H. NICODEMUS, Biblical Literature.

Ten years teaching experience in Bethany Bible School.

DELLA LEHMAN, A. B., English.

Graduate of Lima, Ohio, High School, 1913. Student in Manchester College, 1915-1916 and 1918-1921. A. B. degree. Five years' teaching experience in public schools. Teacher of English, Manchester Academy, 1919-1921. Graduate student in Ohio State University, summer 1921.

MARTHA HOLLINGER, B. S., Home Economics.

Graduate of New Madison High School, 1912. Student in Manchester College, summer of 1914. Teacher in Darke County, Ohio, school, 1914-1916. Student in New Mexico

Agriculture College, 1916-1918. Student in Purdue University, 1918-1920, B. S. degree. Professor of Home Economics, McPherson College, 1920-1921.

ROSA M. KNICKER, A. M., French and Spanish.

Student in Southwest State Normal. Student in the University of Texas, A. B. degree, 1916, A. M., 1917. Post-graduate work in the University of Chicago, 1917-1918. Professor of French and Spanish, Athens College, 1918-1919. Professor of French and Spanish, William Woods College, 1920-1921.

HOMER L. HUMKE, A. M., Education.

Graduate of Indiana State State Normal, 1915. A. B. degree, Tri-State College, 1916. A. M. degree, Indiana University, 1920. Superintendent of Schools, Albion and South Whitley, 1912-1916. Principal of Connersville High School, 1918-1920. Superintendent of Schools, North Manchester, since 1920. Associate Professor of Education, Manchester College, since 1920.

M. IRENE JOHNSON, A. M., Methods and Practice Teaching.

Student Central Normal College, 1904-1905. Student Indiana University, 1909-1911, A. B. degree. Assistant Principal Twelve Mile High School, 1912-1914, and of Knightstown High School, 1914-1917. Principal of Central School, consolidated, 1917-1918. Principal of consolidated school at Pleasantville, 1918-1919. Student Teachers' College, Columbia University, 1919-1920, A. M. degree. Supervisor of Practice and Teacher of Methods, Green County Normal, Wisconsin, 1920-1921.

GRACE DeLAY, Critic Teacher.

ANNA BOYD, A. B., Critic Teacher.

————————, Critic Teacher.

SCHOOL OF MUSIC.

D. W. BOYER, Voice, Harmony and History.

Graduate Four Years' Voice, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919. Teacher of Voice, Harmony and History, Manchester College, since 1919.

BERTHA NEFF, Piano, Harmony and History.

Graduate Four Years' Piano, Manchester College, 1917. Graduate American Conservatory of Music, Chicago, 1919. Teacher of Piano, Harmony and History, Manchester College, since 1919.

B. F. WAMPLER, Voice, Chorus and Sacred Music.

Student in Bridgewater College, 1900-1902 and 1903-1904. Graduate of School of Music. Special student of Dr. Walters, Philadelphia, 1907-1908. Special music student in Oberlin Conservatory, summer session, 1911, 1912 and 1913. Teacher of Music, Manchester College, 1902-1903; in High School, Clinton, Iowa, 1904-1905. Director of Music in Elizabethtown College, 1905-1911; in Juniata College, 1911-1916; in Mt. Morris College, 1919-1920.

MABEL PENCE, Assistant in Voice.

Student in Washington College, Tenn., 1905-1911. Student in Cincinnati Conservatory of Music, 1911-1912. Teacher of music in Gate City High School, 1912-1913. Teacher in Maple Shade High School, 1913-1914, Garfield High School, 1914-1916, Hebron Seminary, 1916-1919.

MODENNA MINNICH, Assistant in Piano.

Graduate of Music Course, LaVerne, California.

LLOYD HOFF, A. B., Violin.

DANA GARRETT, Cornet.

ACADEMIC FACULTY.

L. J. YODER, A. B., Principal, History and English.

Graduate of Manchester Academy, 1913. A. B. Manchester College, 1917. Teacher in Delphi High School, 1914-1915. Teacher in Bellefontaine High School, 1917-1918. Superintendent of Schools, Teegarden, Indiana, 1920-1921. Principal of Manchester Academy since 1921.

ELSIE MILLER, A. B., Latin and English.

Teaching in public schools. Student in Manchester College, 1914-1918; A. B. degree, 1918. Latin and History in Manchester Academy since 1918.

R. A. ADAMS, Science.

Student in Marion Normal College. Student in Manchester College, 1911-1912. Principal, Lancaster Township High School, 1912-1919. Science in Manchester Academy since 1919.

George Hollenberg, A. B., Mathematics.

Cora Wise, Mathematics.

N. B. Wine, Commercial.

Ruth Garver, Stenography.

Paul Rupel, Manual Training.

Kathryn Forney, French.

Mae Burrous, Home Economics.

Ira Brill, Penmanship.

Everett Coy, Assistant in Mathematics.

Lois Brumbaugh, Assistant in English.

SPECIAL TEACHERS AND ASSISTANTS.

A. O. Mote	Religious Director for Men
Mrs. A. O. Mote	Religious Director for Women
Olive Miller	Librarian
J. W. Norris	Evangelis
Perry Rohrer	Physical Culture Directo
Robert Stauffer	Athletic Coach
Catherine Neher	Supt. of Ladies' Home
Harvey Hostetler	Supt. of Men's Hom
D. F. Priser	Supt. of Ground
Clara Harper	Secretary to Presiden
Ivah Grossnickle	Secretary to Treasure
Esther Hoff	Secretary to Dean

COMMITTEES OF FACULTY.

Rules and Discipline—Winger, Ikenberry, Schwalm, Neher Mote.

Graduation—Schwalm, Yoder, Peters, Ikenberry, Winger.

Classification and Extra Students—Kintner, Schwalm, Yoder Peters.

Public Programs—Ikenberry, Kintner, Boyer, Dotterer, Adams

Literary Societies—Peters, Wenger, Elsie Miller, Yoder, Vose Mrs. Wampler, Schutz, Eikenberry.

Religious—Wenger, Randolph, Mote, Mrs. Mote, Nicodemus.

Social—Randolph, Mote, Mrs. Mote, Neher, Neff, Hollinger.

Oratory and Debating—Schutz, Mrs. Wampler, Wampler, Lehman.

Library—Reber, Olive Miller, Dotterer, Vose, Knicker.

Athletics—Eikenberry, Yoder, Mrs. Wampler, Elsie Miller.

Manchester College

HISTORY

Manchester College had its beginning in 1889, when College Hall was erected. For six years the school was directed by epresentatives of the United Brethren Church, Rev. D. N. Howe, A. M., being the first president. In 1895 the campus of ten acres and the one building were purchased by representatives of the Church of the Brethren, Prof. E. S. Young being he new president. The next year the Chapel Building was erected and two years later the Ladies' Home was added.

In their attempt to bring the institution up to its highest efficiency the trustees were obliged to place a debt upon the school. Through the sacrifices of the trustees and the personal effort of Elder I. D. Parker and others, this debt was canceled n 1902 and the school property, valued at $50,000, was deeded to the following state districts of the Church of the Brethren; Northern Indiana, Middle Indiana, Southern Ohio and Northwestern Ohio; Southern Indiana being added in October, 1905. The transfer of the property to the church was made in such a way that the institution can never be encumbered with debt.

In 1904 Prof. E. M. Crouch, A. M., became president. Valuable improvements were made from time to time. The central heating plant was installed in 1905, and the Young Men's Hall was erected in 1906. The Laboratories and Library were greatly enlarged in 1908, and in the same year the Model Training School for Teachers was established.

From 1902 to 1910 the institution was controlled by a board of six trustees representing the state districts owning the school. For several years the trustees leased the school to a board of management composed of college men. In 1910 the school was reorganized on a plan that brings it under more direct control of the trustees. In 1916 the state districts of Michigan and Northeastern Ohio, joined in the ownership of the college.

Within recent years other buildings have been added. In 1911 the Gymnasium was built. In 1913 the new building for the Heating Plant was erected. In the summer of 1915 the graduates of the class of 1914 erected and presented to the college a Greenhouse. The same fall the Science Hall was completed. The Ladies' Home was rebuilt and enlarged in 1916. The Mission Chapel was built in 1918. In 1919 the College Hospital was presented to the institution, and the

Apartment House provided. In 1920 the large central Admini tration Building was erected.

Since 1911 the enrollment has increased rapidly, especial in the college department. A successful campaign has bee carried on for funds to standardize the college. With a goo endowment, a larger faculty, better equipment, a large consti uency, Manchester College is entering upon a new era of su cess and prosperity.

LOCATION

The college is located at North Manchester, Wabash Count Indiana, a thriving town of some three thousand populatio It is conceded to be one of the most attractive little cities in th state, and is especially noted for its cleanliness, healthfulnes abundance of pure water, wide and beautifully shaded street and its excellent citizenship.

North Manchester is easily reached, being situated on th Big Four Railroad, which runs north and south through th entire state, and makes direct connection with all main line from the east to Chicago and St. Louis. The Panhandle, direct route between Toledo and St. Louis, passes throug North Manchester, and the Erie is only three miles south of th town. Rapid auto transit lines connect North Manchester wit the following railroads: The Nickel Plate at South Whitley the Pennsylvania at Warsaw, the Erie at Huntington, and th Wabash at Wabash. The college thus has good railroad facil ties and easily accessible from all parts of the country.

PURPOSE

It is the purpose of this institution to provide a liberal edu cation at a moderate expense, under the purest moral an Christian influences. While a high standard of scholarship i maintained, yet the religious element in education is not neg lected. Learning that is merely secular cannot secure the high est and best for the individual, the State or the Church. A tru education consists in the development of the entire man. Intel lectual and physical power can be of greatest service to th world only when guided by spiritual wisdom. High ideals ar kept in view. Preparation for some useful service and th ability to enjoy the best things in life are the chief ends tha the student should seek.

RELIGIOUS ATTITUDE AND ACTIVITY.

While the immediate aim of the institution is to provide college home for the children of the Church of the Brethren under guarded moral and religious influences, yet members of all churches are warmly welcomed, as well as those who have made no Christian profession.

All students are required to attend (1) Chapel services held each morning of the school week; (2) one church service and one Sunday School service each Lord's day.

All students who are members or adherents of the Church of the Brethren are expected to attend Sunday School and preaching services of the Church of the Brethren. Members or adherents of other churches are permitted to attend the services of the church of their choice by giving due notice of such desire.

In North Manchester there are six churches, viz: Methodist, United Brethren, Christian, Progressive Brethren, Lutheran and Church of the Brethren.

Members of the Church of the Brethren are expected to exemplify in their life and conduct the principles of the "Simple Life." Simplicity and modesty in dress and social customs are insisted upon. Loyalty to the church and her counsels is taught. The institution desires to co-operate with the churches for the spiritual welfare of the young people and to prepare them for more active church service when they return to their homes.

Pastoral care is provided for the student body. It is the aim to give attention to the needs of each student and to help them develop strong Christian characters, with great power and willingness for service.

GROUNDS AND BUILDINGS

The institution is about a mile from the business part of town, nestled in a beautiful oak grove of Nature's own planting. It has a fine campus on which the following buildings are located:

College Hall (erected in 1899). See Administration Building.

Chapel (1896). See Administration Building.

Ladies' Home (1898 and 1916). The original building which had given good service for eighteen years was rebuilt and enlarged in 1916. In its new form the Ladies' Home is a magnificent building. The basement contains a large dining-room, kitchens, store-rooms and laundry. There are living-rooms for about one hundred young women, besides a large parlor, a large sleeping-porch, the matron's apartments and guest-rooms. There are large bathrooms on each floor. The buildings is urnished with electric light and steam heat. The rooms have a beautiful outlook upon the campus.

Young Men's Hall (1906). This building will accommodate one hundred students and is equipped with modern conveniences, bathrooms, electric lights and steam heat. The rooms are large, well lighted and ventilated and the hall in every way becomes a desirable home for the young men.

Heating Plant (1913). All of the buildings are heated from a central heating plant. The new heating plant building, equipped with two 125-horsepower boilers and other modern equipment. makes it possible to furnish ample heat to any part of any building on the grounds.

Science Hall and Greenhouse (1915). The Chemistry Department occupies the basement of Science Hall. On the second floor are the training rooms. The High School occupies the third and fourth floors. The Greenhouse enables the students to carry on practical work in botany and horticulture throughout the year.

Gymnasium (1911 and 1917). This building is a gift to the institution by students and friends who realized the necessity of a place where proper physical culture may be taken. The original builiding, 44 x 64, was built in 1911. In 1917 an addition was made, greatly increasing the size and usefulness. The following will provide for many needed activities: A main gymnasium floor, galleries, and auditorium with seating capacity of nine hundred, and a large physical culture room. It is fitted up with parallel and horizontal bars, swinging ropes, basketball apparatus, dumbbells and Indian clubs.

Mission Chapel (1918). This building has been erected in the west part of North Manchester ,through the efforts of the Volunteer Mission Band. It will provide for an auditorium, Sunday School rooms, reading room and such other rooms as are necessary to carry on practical mission work in town.

Hospital (1919). Through the generosity of a brother and sister, a large twelve-room house, one block from the campus, has been added to the college property. It is equipped and used for hospital purposes for the college students and for as many others as can be accommodated. This gives good facilities to care for the students when they are sick.

Administration Building (1920). This central building of the campus was erected between, and in union with, the Chapel and College Hall, the three forming one large, complete building. On the first floor are located the offices, the large auditorium, and the art rooms. On the second floor are eight recitation rooms, the piano rooms and the large library. On the third floor are the society halls, the Biological and Physics labratories and the Commercial rooms. In the tower is another arge room, the bell room and the observation tower. In the basement are the Cooking Laboratories, the Agricultural Department, the Manual Arts room and the Bookstore. Besides there are many other rooms used for special purposes. The building is one of the largest of its kind in the state.

LABORATORIES

The Chemistry Laboratory is located in the basement of the Science Hall. The Chemistry rooms are provided with hoods, water supply, store rooms well stocked with the necessary chemicals and glassware, a steam hot plate for evaporating and digesting solutions, and two Sartorius analytical balances. A gas plant supplies the laboratories.

The Physical Laboratory occupies rooms on the third floor of the Administration building. Much new apparatus has recently been installed, including a universal wave motion apparatus, a spectroscope and an X-ray apparatus. There is a good supply of apparatus for experiments in Mechanics, Sound, Heat, Magnetism, Electricity and Light.

The Biological Laboratory is supplied with tables for individual investigation, compound microscopes, a microtome and other necessary chemicals and glassware. Each student is supplied with lockers for speciments and note books.

MUSEUM

The museum is located on the fourth floor of the Administration Building. This room has been especially fitted up with suitable shelves and cases.

The collection already made is prized very highly, and represents valuable speciments in geology, mineralogy, ores, fossils, marbles, corals, archaeological specimens, marine shells, some textile fabrics, ornaments, weapons, heathen idols and miscellaneous articles from various fields. A good beginning has been made with the collection of mounted birds. Let the friends of the institution keep in mind this important phase of science, and send to the college their contribution of specimens. The donation bears donor's name and remains a permanent part of the museum.

LIBRARY

The Library is located on the second floor of the Administration Building. During the past year it has been more than doubled in room and shelf capacity. A large fireproof room enables the institution to preserve safely books and pamphlets of value. Arrangements are now being made to add several thousand volumes during the present year.

The reading-room is supplied with daily and weekly periodicals, exchange journals, and some of the most important monthly magazines. The most useful of these magazines are being bound and placed on the shelves for future use. During school hours, the students have free access to all the books in the library.

Besides the college library, students have access to the new Carnegie Library in North Manchester. This contains several thousand volumes of the best and latest books. ,

ENDOWMENT

It is a well-known fact that private and denominational colleges cannot maintain efficiency and progress without endowment. All institutions are increasing their endowment as rapidly as possible. Manchester College has made a good beginning. The endowment fund now exceeds $200,000. But the possibilities and needs of the institution demand that a larger income be provided. Those who have given to this fund have much gratification in having a part in the good work that the institution is doing. No better use could be made of material means than to place it at the disposal of the trustees of the college.

Special endowment funds are being built up for special purposes.

Elder and Sister Frank Fisher began the Ministerial Endowment fund with a contribution of one thousand dollars. The income from this fund is to help prepare ministers and missionaries. This work should appeal to many who desire to use their money for a good cause.

The Lafayette Steele Sunday School Endowment fund is being built up by the Sunday Schools of Indiana, Ohio, and Michigan. The income from this fund is to support the chair of religious education in Manchester College.

The General Endowment fund is being built up in various ways:

1. By free-will cash donations. These are the most helpful of all, for it creates a fund the entire income of which can be used for the immediate benefit of the institution.

2. By an endowment note. That is, the donor keeps the money during his lifetime, or as long as he desires, and during this time he pays the college a specified rate of interest. This is a very easy and a very helpful form of a donation.

3. By an annuity bond. By this form the donor pays over to the college his money, and the college pays to the doner each year during his lifetime a specified rate of interest.

4. By bequest in a will. This is a very common form among other schools. It is a very common occurrence for large institutions to be remembered in bequests with large gifts. In order that those who may wish to remember the college may do it in a legal way, the following form of bequest is suggested:

I give and bequeath to Manchester College, North Manchester, Indiana, the sum of........................dollars for the use of said Institution as Trustees may direct.

Signed........................

COLLEGE PUBLICATIONS

The College now has three publications.

The College Bulletin is published bi-monthly by the Executive Board. It is the official medium of communication between the school and its constituency. It is free to all friends and patrons of the institution.

The Aurora is an annual published by the Senior class. A great deal of literary and artistic effort is put upon it. It is a reflection of the school life of the year and is highly prized by every member of the school.

Oak Leaves is a monthly magazine published by the college students. It is literary and newsy and places the real work of the institution before the public.

LECTURE COURSE

Each year a lecture course is given at the college under the direction of the Civic and Oratorical Leagues. It brings to the students the opportunity of hearing some of the foremost men of the day, as well as some of the best entertainments.

PRIZE CONTESTS

Eikenberry Agricultural Essay Contest: Prof. and Mrs. A. R. Eikenberry offer $25.00 in prizes for excellence in agricultural essays, $15.00 for the first, and $10.00 for the second best essay.

Faculty Oratorical Contest: Certain members of the faculty offer $25.00 in prizes for an oratorical contest, $15.00 for the first, and $10.00 for the second prize.

Reading Contest: Members of the faculty also offer $25.00 for prizes to be distributed among the three best readers.

GOVERNMENT

The aim of the institution is to maintain such government and discipline that will promote the highest interests of the student body. Instead of an elaborate code of rules and regulations, general principles of conduct are taught and only a few needed regulations made. Many chapel talks during the year have to do with teaching along these lines. Private counsel is given to those who are in need of it. The management aims to exercise a parental care over the boys and girls placed in school, and the co-operation of parents is earnestly desired. All students when enrolled pledge themselves to obey the regulations of the college. Every effort is made to inspire the student to good conduct, but those whose conduct becomes detrimental to the best interests of the institution or student body will be suspended or expelled.

LITERARY SOCIETIES

The Literary Societies are under the control of the Executive Board and are expected at all times to conduct their work in harmony with the high purpose of the institution. A committee from the faculty exercises a careful supervision of their work.

There are seven fully organized Literary Societies; two of Academy rank, and five of College rank. All students are required to become members of one of these societies, unless excused by the faculty committee on literary societies. The choice of a society is left to each student, but no society may receive an active member until the applicant has been in residence for six weeks.

The Lincoln and Adelphian Societies are for students below the college department. All academic students regularly enrolled are required to take work in one of these societies.

The two societies have well arranged rooms on the third floor of the college hall, where the meetings are held each Saturday of the school year.

Because of the large increase in the enrollment of students o college rank, it became necessary to divide the former Majestica Society into four College Societies of equal rank.

Two of these are conducted by the young ladies, the Philomathean and the Philolethean; and two by the young men, th Philorethorian and the Philophronean. The Philomathean and the Philorethorian Societies are affiliated and have occasiona joint programs. The Philolethean and Philiphronean Societie are affiliated and have occasional joint programs. The fou societies meet each Friday night of the school year. Two new halls will be equipped this fall.

The Bible Society is on a par with each of the four colleg societies and is designed to give those especially interested in Bible work the same opportunity in literary development as th other societies afford. There may be a transfer of membershi from one of the college societies to the Bible Society and vice versa, but not until the expiration of one year of active membership, nor may such transfer be made more than once. This society likewise meets on Friday night.

There are frequent open sessions held by all these societies at which special programs are rendered. There are striking features of the work of the college, and call for preparation of the highest order. The purpose of all of the societies is to afford an opportunity for parliamentary drill, literary finish, and high general culture. Extemperaneous speaking is particularly emphasized. Because of the training they afford the societies are recognized by the authorities as being valuable educational agencies. Membership and faithful duty to the society are therefore requisite for graduation from the institution.

OTHER ORGANIZATIONS

Civic and Oratorical League. This league was organized by college students for the purpose of developing oratorical ability among its members and creating interest in civic questions. It has charge of intercollegiate contests. It arranges for the college to be represented at local and state contests.

Commercial Club. This club was organized in 1910 for the Commercial students. Private programs are held each week. They are conducted along civic, political, economical and commercial lines. Students taking active work in the School of Commerce and Finance are required to take part in this society.

RELIGIOUS ORGANIZATIONS

Bible Society. This society is organized to accommodate those who are taking their major work in the Bible department. Very helpful training is here secured. All work of the society is characterized by a fine spiritual atmosphere.

Y. M. C. A. The Young Men's Christian Association meets each Tuesday. Topics bearing upon practical Christianity are considered in these meetings. This organization affords the young men opportunity to grow in Christian character and to exercise their influence for good upon the school and its surroundings. This body is represented each year in the Y. M. C. A. convention.

Y. W. C. A. The Young Women's Christian Association meets each Tuesday evening in the reception rooms of the Ladies' Home, and the opportunity for Christian development and exercise in practical Christianity is similar to that enjoyed by the young men.

Joint meetings are held occasionally by the two bands, and also public programs are given. Members of the faculty and occasionally city pastors speak at these meetings, giving the students valuable help on religious and social problems. The social features of these meetings are helpful and uplifting.

The Volunteer Band. This Mission Band is an organization of young men and women who have pledged themselves to give their lives to the Master in mission work. Weekly meetings are held for the purpose of studying the various phases of mission work, and to acquaint themselves with the needs of the mission field. Many public programs are given in the local churches for the purpose of arousing missionary sentiment. This organization conducts the community work in connection with the Mission Chapel.

Liberal Arts College

REQUIREMENTS FOR ADMISSION

1. Students are admitted to full Freshman standing in the College of Liberal Arts, either by certificate or by examination.

2. Candidates for admission are accepted if they have completed the Academy course in this institution, or by presenting a certificate of graduation from a similar course in an institution of equal rank or in a commissioned high school. Such courses must include at least sixteen units, of which four are elective and twelve are prescribed as follows: English, three years (units); Mathematics, two years; Foreign Language, two year; History, two years; Science, one year. Students who have completed this course should present a detailed report of the work covered. The college will furnish the necessary blanks to students who care to secure from the schools they have attended a detailed statement of their work.

3. Candidates for admission who have done preparatory work not represented by certificate, or who have had at least three years' successful teaching experience, may be accepted by passing an examination in the required entrance subjects.

4. Students who have not had all of their preparatory work may be admitted to certain college classes, conditioned in the subjects in which they are deficient. If they pursue the college course these conditions must be removed as rapidly as possible. Until such conditions are removed, the student cannot receive credit on the college course for his advanced work.

ADMISSION TO ADVANCED STANDING

Students coming from an institution of acknowledged rank are admitted to advanced standing by presenting a letter of honorable dismissal, together with a detailed, certified statement of work done. In the absence of satisfactory credentials the candidate must stand an examination in all the branches for which he desires credit.

DEGREES

Bachelor of Arts. The degree of Bachelor of Arts is conferred upon students who satisfactorily meet the requirements for graduation as outlined.

Bachelor of Science. The degree B. S. may be conferred upon students who have completed four years of college work, and who have taken not only their major in some one science but whose credits in the different sciences must total seventy-five hours.

Master of Arts. The degree Master of Arts is conferred upon graduates of Manchester College, and upon graduates of colleges of equal rank, under the following conditions: 1. The student must have spent at least one year of resident work in Manchester College after the completion of the regular college course. 2. At least forty-five hours of work must be completed in the advanced courses of some subject or its allied subjects. The courses taken, as well as the plan for the entire work, must be approved by the president and the professor in charge. 3. A satisfactory thesis must be worked out on some subject, and it must show that the student has done careful thinking and research work.

REQUIREMENT FOR GRADUATION

1. For graduation from the College Course, 192 "hours" credit are required. Of these, twelve hours may be of unprepared work, such as manual training, chorus, physical culture.
2. The College year is divided into three terms of twelve weeks each. Sixteen hours is the regular work of one term. One "hour" means one recitation a week throughout a term, or its equivalent. A recitation or a lecture is fifty minutes in length. Two hours in laboratory work is required as an equivalent of one hour in recitation.
3. The student must have done at least one year of resident work before he can receive the degree Bachelor of Arts.

PRESCRIBED STUDIES

Languages, twenty-four hours; History, twelve hours; English Literature and Composition, fifteen hours; Mathematics, ten hours; Science, twelve hours; Bible, twelve hours; Education, eight hours; Thesis, three hours.

MAJOR WORK

Graduates from the College are required to complete at least forty-five hours in some one department which they may select. Major work must be elected by the beginning of the Junior year.

ELECTIVE STUDIES

Besides the prescribed studies and the major work students must choose from the various departments enough work to complete the 192 hours required for graduation.

While no prescribed order for taking the work is laid out, yet the Dean of the College and teachers of the various departments will advise the students as to the best order. The following is a suggestive course for Freshmen:

Fall Term	Hours	Winter Term	Hours	Spring Term	Hours
English	5	English	5	English	5
Language	4	Language	4	Language	4
Mathematics or Science	5	Mathematics or Science	5	Mathematics Psychology or Science	5
Logic	2	Ethics	2	Elective	2

Students will be required to observe proper sequence of courses, and to concentrate their work on a few subjects, rather than scatter their efforts on many.

No student will be allowed to enroll for more than seventeen hours' work without consent of the faculty committee and then only in case he is a strong student, able to do creditable work in all his subjects.

ADVANCED STUDIES

Students of Junior and Senior standing will be expected to take work of an advanced nature. For this reason the prescribed studies should be taken as early as possible in the course. Some elementary courses will be open to advanced students in exceptional cases only, and then with reduced credit. Courses designed for ''Advanced Students and Graduates'' will not ordinarily be open to Freshmen and Sophomores.

THESIS

During the Senior year each student will be expected to pursue a line of investigation connected with his major work. The subject will be selected by the advice of the professor in charge. The results of this research must be left in typewritten form with the college librarian. The amount of such work required must be equivalent to three hours of regular work. More credit may be given if the character and amount of the work merit it.

Description of Courses

PHILOSOPHY AND RELIGION

PROFESSOR WINGER

1. **Logic.** Terms, propositions, concepts, judgments, an fallacies will be given careful attention. Both inductive an deductive reasoning will be studied. Text-book with practica exercises. Two hours. Fall term.

2. **Ethics.** It is the aim of this course to acquaint the student with the principles of moral conduct and to apply th principles of Christian ethics to practical problems. Two hours Winter term.

3. **Aesthetics.** The definition, forms and standards o beauty will be studied. The relation of this subject to Psychology and Ethics will be noted. Open only to those wh have had courses 1 and 2. Two hours. Spring term.

FOR ADVANCED STUDENTS

4. **Philosophy.** The aim of this course is to acquaint th advanced student with some of the prominent and interestin problems of Philosophy. The year's work is divided into thre parts: (a) Fall Term, 4 hours; The History of Philosophy (b) Winter term, 4 hours; Problems of Metaphysics. (c) Spring term, 4 hours; Philosophy of Theism.

5. **Religion.** The aim of this course is to give the students a comprehensive view of religion and its influence upon the world, together with the view that Christianity is the true and final religion. The work of the year is divided into three parts (a) Fall term, 4 hours; History of Religion. (b) Winter term. 4 hours; Problems of Religion. (c) Spring term, 4 hours; Doctrines and Evidences of Christianity.

6. **Research Work.** The aim of this course is to give to advanced students in Philosophy and Religion aid in the investigation of special problems. Special problems will be assigned together with references for study and research. Conferences, lectures, reports and reading. Credit will depend on the amount of work successfully completed.

HISTORY AND POLITICAL SCIENCE

PROFESSOR SCHWALM

1. **American History.** A general course intended to give an outline and general survey of the history of the United States from the discovery and exploration to the present. Special

emphasis is laid on the leading movements and constitutional developments. Recitations, maps and assigned readings. Five hours, two terms.

2. **Greek History to Roman Conquest.** A course covering the events in Greek history to the time when the story is woven into the history of Rome. Special attention is given to political and social institutions, art, literature, philosophy and religion. Daily, one term.

3. **Roman History to the Fall of the Empire.** While the political and military history is covered, special emphasis is placed upon the constitutional development, social and economical problems, Roman law, the later empire and the cause of the downfall. Daily, one term.

4. **Mediaeval History.** A survey of the changing events of the Mediaeval era. The conversion of the barbarian tribes, the feudal age and its problems, the development of modern nations, Mohammedanism, the crusades, Europe and the Papacy and the Renaissance. Daily, one term.

5. **Church History.** This course will give the student an outline view of the History of the Christian Church from the Apostolic Age to the present time. Special emphasis is put on (a) The Early Church before 600 A. D., (b) The Reformation, and (c) Modern Denominational Developments. This course should be preceded by as many of courses 3, 4, 5, and 8 as possible. Four hours, three terms.

6. **History of England.** A general course, covering the history of the English people from the invasion of the Anglo-Saxons to the present. Special attention will be given to the development of the government and social institutions of the people. Recitations, report on assigned readings, maps. Four hours, two terms.

7. **Modern Europe.** This course begins with Europe in 1500 A. D. and continues to the present time. Social and political developments are studied. Fall term. The Commercial Revolution, Renaissance and Reformation; Winter term. The Enlightened Despots, Ascendency of France, The French Revolution and Napoleon; Spring term. Europe since 1815, with emphasis on the growth of nationality and democracy. The Industrial Revolution and Socialistic Legislation. Advised for those doing only required work in History. Four hours, three terms.

8. **Research.** Special problems and topics will be selected as the object of the most intensive study that can be made with the materials at hand. The aim is to develop the student's ability to do careful work, as well as to gain a greater insight

into the real conditions of certain periods. The amount o credit given will depend upon the amount and character of th work done.

9. **Teaching of History.** A course for advanced student who expect to teach history in the High Schools. Planning o lessons and the teaching of those lessons to High School students under the direction of the professor in charge at hours t be arranged.

COURSES IN POLITICAL SCIENCE

E. American Government. In this course there will be mad a thorough study of the American Government, as to its historical foundations, the theory and workings of the federal an state governments. A course of college civics. Five hours, on term.

2. **Comparative Governments.** This is a study of the governments of Europe. The governments of Great Britain, France Germany, Italy and Austria-Hungary are studied and thei workings carefully noted. Especially helpful to history students. Course 1 should precede this. Five hours, one term.

3. **Political Science.** A study will be made of the natur origin, form and functions of the state, the boundary betwee states, interference and individual liberty, socialism and part government. A course full of interesting problems of curren interest. Courses 1 and 2 should precede this. Five hours, on term.

4. **Economics.** A study of the principles of economics i followed by the discussion of a number of economic problems such as money and banking, wages, interest, rent, transportation, agricultural problems and public finance. Five hours, on term.

ENGLISH

PROFESSOR SCHUTZ
PROFESSOR MRS. WAMPLER
PROFESSOR LEHMAN

All students who graduate from the college will be require to complete courses 1a and 1b, or their equivalent. Regula college students should take these courses in the Freshma year. Some of the other courses alternate, determined by th demands and needs of the student body. At least sixty hour of these courses will be given each year.

1. **English Literature and Composition.** Five hours, thre terms: (a) Three periods a week devoted to a survey of English Literature from its earliest beginnings to the present tim

A study of the outstanding facts of English literary history as elated to the rise and development of the various forms and chools of literature; (b) two hours a week devoted to rhetoric nd composition, emphasizing the correct usages and form of English prose with practice in their application. The course ims to train the student in the organization and expression of hought so that he may deal more satisfactorily with material n other departments of study. One theme will be required ach week. Texts: Manley, "English Prose," "English Poetry;" Slater, "Essentials of Composition."

2. **Shakespeare and Dramatic Literature.** A study of the construction of the drama, an intensive study of some of Shakespeare's plays and supplementary reading of, and reports on, a number of others. Three hours, three terms.

3. **Prose Fiction.** The historical development and technical construction of the modern novel and short story. Perry's "A Study of Prose Fiction," with a careful reading and discussion of representative authors. Two hours, three terms.

4. **Chief American Poets.** Studies from Bryant, Poe, Emerson, Longfellow, Whittier, Holmes, Lowell, Whitman and Lanier. Five hours, Spring term.

FOR ADVANCED STUDENTS AND GRADUATES

9. **Early English Poetry.** A study of the work of Chaucer, Spenser and Milton. Four hours, Fall term.

10. **Eighteenth Century Literature....** Selections from Addison, Pope, Johnson, Goldsmith and others. Four hours, Winter term.

11. **Romantic Literature....** A study of the Romantic movement and some of the chief poets of that age: Wordsworth, Coleridge, Shelley, Keats and others. Four hours, Spring term.

12. **Nineteenth Century Poetry.** A critical and interpretative study of masterpieces from Tennyson, Arnold and others. Four hours, Fall term.

13. **Nineteenth Century Prose.** The reading and careful study of selections from the works of such great prose writers as Macaulay, Carlyle, Newman, Emerson and others. Lectures and reports. Four hours, Winter term.

14. **Browning.** A critical and appreciative study of the poetry and philosophy of Robert Browning. Four hours, Spring term.

15. **English Essays.** This course introduces the student to the best English prose by a general survey of the great English essayists. Four hours, Spring term.

16. **Representative American Essays.** The purpose of th course is to introduce the student to the more fundamental an far-reaching movements of thought of our times. A selectio of the best essays by representative American scholars will b used. Four hours, Fall term.

17. **Advanced Composition.** A study will be made of th following types: Editorial, News Item, Familiar Essay, Satir Literary Criticism, Research Essay. Prerequisite courses 1 and 1b. Two hours, Fall and Winter terms.

18. **Literary Criticism.** A study of the principles of literar criticism with practical exercises in their application to variou literary forms. Noted essays in literary criticism will be reac Four hours, one term.

19. **Poetics.** Study of poetic forms. Four hours, one ter

20. **Teaching High School English.** This course is interesting for Seniors who are preparing to teach English Literatur and Composition in secondary schools. The purpose in teaching the subject will be developed. The course of study an special problems involved in the teaching of the subject will b given careful attention. Three hours, one term.

PUBLIC SPEAKING AND DEBATING

21. **Beginning Expression.** This course offers fundamenta principles for oral reading, vocal expression, phonetics an some story telling. Three hours, three terms.

22. **Literary Interpretation.** This work is a continuation i expressional phrasing, based upon Browning, Shakespear Kipling, Tennyson, Masters, Lanier, etc., besides platform reac ing, vocal expression and dramatic study.

23. **Pubic Speaking.** This course aims to present in a practical way the essentials in all departments of speaking. I offers a logical way to extemporaneous speaking. It makes study of the oral rhetorical style; matters of speech and th delivery of the same. Two hours, three terms.

24. **Argumentation and Debate.** A close study of the theor of argumentation and debating will be made together wit practice in brief-making. Class debates on leading questions o the day will be held. Four hours, Fall term. Two hours, Winter term.

25.—**Orations.** This course includes the writing and deliver of formal original speeches with criticism from the instructo Special emphasis will be placed upon the oration as it must b developed for debating. Two hours, Winter term.

26. **Extemporaneous Speaking.** A study of the different forms of informal speeches. Methods of preparation, and forms of delivery. Practice in extempore speaking on current topics and such as the debater must use in rebuttals. Two hours, Spring term.

27. **Parliamentary Law.** In this course there will be a careful study of the rules that govern deliberative bodies. Roberts' Rules of Order will be used. Two hours, Fall or Winter term.

SOCIOLOGY

1. **Foundation of Sociology.** The aim of this course will be to acquaint the student with social facts and forces in order that they may better learn the art of living together in the great society of which they are a part. Four hours. Fall term.

2. **Social Pathology.** This course will deal with social problems—charity and correction, degeneracy, poverty, race, immigration, and changed industrial conditions following the war. Four hours, Wnter term.

3. **Educational Sociology.** The purpose of this course is to make a general introductory survey of the field of Sociology with especial reference to education, which prepares youth for society. Prerequisite, two terms of Sociology or Psychology. Four hours. Spring term.

4. **Social Survey.** This course is an investigation of an institution or community for the purpose of ascertaining their needs and the methods applying help to those needs. It is a means of social control and should be of special interest to the teacher, preacher and social worker. Four hours, Spring term.

5. **Rural Sociology.** The Social Needs of the community; schools, churches, clubs, granges and other social institutions; advantages of rural life; relation of land and labor; charitable institutions; sanitation; health; attractive homes. One term, four hours.

6. **Social Teachings of Jesus.** A special study of the teachings of Jesus on ethical and social questions, and the application of these teachings to present day problems. One term, two hours.

EDUCATION

PROFESSOR PETERS
PROFESSOR JOHNSON
PROFESSOR HUMKE
MISS DeLAY
MISS BOYD

1. **Introductory Psychology.** An introduction to the stud of Psychology. The fundamental processes of the mind wi be studied with special reference to the their importance in edu cation. Five hours, one term.

2. **Child Psychology.** A course dealing especially with th psychology of childhood. A standard text will be used, bu much time will be given to current literature on the subjec Four hours, Winter term.

3. **Educational Psychology.** A study of one or more standard treatises of the subject, dealing with the more difficul phases of the mental processes and development. Five hour Spring term.

4. **Class Room Management.** A special study of principles plans and methods of organizing and directing the work of th class. Some time will be devoted to the study of Educationa Measurements. Four hours, Fall term.

5. **Principles of Teaching.** A study of the processes an methods of teaching as they are determined by the nature an needs of the child. This course will present the general principles which determine the type of schools, choice of curricula etc. Four hours, one term.

6. **School Systems and Management.** A study of the metho of organization and management of schools. A comparativ study of school systems will be made. Special emphasis upo rural and village schools. Special study will be made of the school laws of Indiana and Ohio. Four hours, one term.

7. **Principles of Secondary Education.** This course deals with the nature of the pupil ,the purpose of the institution, the subjects to be taught and the organization. Fall term, five hours.

8. **Psychology of High School Subjects.** A treatise of the psychological principles involved in the teaching of the high school subjects. Winter term, four hours.

9. **School Administration.** A course dealing with the problems of administration, supervision and organization of the public school. Spring term, four hours.

10. **History of Education.** This course treats the development of public education in the United States, from the early colonial period to the present time. Fall term, four hours.

11. **History of Education.** A course tracing the educational development of the human race from oriental nations, through Greece, Rome and Mediaeval times to the present. Four hours, Winter term.

12. **Primary Methods.** A special study of the methods and devices as applied to primary school work. One hour each week of this course will be devoted to Observation and Plan Writing. Four hours, Fall and Winter terms.

13. **Common School Methods.** A study of the special methods of teaching the common School subjects. Two hours of Observation and one of Plan Writing will be included in this course. Five hours.

14. **High School Methods.** A course in the special methods of teaching as applied to the high school subjects. Two hours of this course will be devoted to Observation in the college High School. Four hours.

15. **Supervised Teaching.** (a) Those preparing for elementary school teaching will do supervised teaching in the training school, under the direction of the head of the department and the critic teachers. (b) Those preparing to teach in high school will do supervised teaching under the direction of the head of the department and the principal of the high school.

16. **Educational Measurements.** A study of methods of measuring the results of teaching by the standard test. Four hours, one term.

ANCIENT LANGUAGES

PROFESSOR REBER

GREEK

1. **Elements of Greek.** The elements of Greek as found in the beginners' text. Grammar and composition with much drill on forms. A beginning of easy readings. Four hours, three terms.

2. **New Testament Greek.** Reading and interpretation of different books and gaining a familiarity with the Greek of the New Testament. Special attention to Greek syntax. Four hours, three terms.

3. **New Testament Study in Greek.** One or more books of the New Testament will be selected for exegetical study on the basis of the Greek text. Open only to those who have completed courses 1 and 2. Two hours, three terms.

4. **Homer's Iliad and Odyssey.** Selected books of eac Given only when a sufficient number of students desire it. Tw hours, three terms.

LATIN

1. **Livy.** Selections from Books 1, 21 and 22. **Cicero.** D Senectute or De Amicitia. **Horace.** Odes and epodes. Pros Composition half year, based on Livy and Cicero. Four hour three terms.

2. **Horace.** Ars Poetica, Satires and Epistles. **Cicero.** D Dratore. **Tacitus.** Agricola and Germania. General view o Latin literature. Three hours, three terms.

3. **Juvenal.** Satires. Select letters of **Pliny** and **Cicer** **Terence, Phormio.** Two hours, three terms.

MODERN LANGUAGES

PROFESSOR VOSE
PROFESSOR KNICKER

1. **Elementary French.** Grammar, pronunciation, conversation and reading of easy prose. Four hours, three terms.

2. **Sophomore French.** Review of grammar and synta Advanced composition and the reading of French classic Four hours, three terms.

3. **Advanced French.** Course to be outlined by the professor in charge. Four hours, three terms.

4. **Elementary Spanish.** Pronunciation, grammar and reading of easy prose. Four hours, three terms.

5. **Elementary German.** German grammar, reading of eas prose with practice in conversation and writing German. Fou hours, three terms.

6. **Sophomore German.** Fall Term—Modern prose, such a Heyse's l'Arrabiata or Arnold's Fritz auf Ferein. Winte Term—Heine's Die Harzreise. Spring Term—Schiller's Wilhelm Tell, Prose Composition and Grammar, Review with conversational exercises. Four hours, three terms.

MATHEMATICS

PROFESSOR DOTTERER

1. **College Algebra.** This course presupposes a good foundation in Elementary Algebra. Besides a careful review o quadratic equations, this course includes inequalities, comple numbers, theory of equations, permutations and combination probability, determinants, partial fractions and infinite series

The practical side of algebra is emphasized, showing its relation to life. One term, daily. Given, Fall and Summer terms.

2. **Trigonometry.** The elementary trigonometric functions with their applications are studied. The function idea is extended to angles of any magnitude. The important trigonometric formulae are developed, studied and applied. In the solution of general triangle logarithms and other labor saving devices are introduced. Problems in land surveying and navigation are solved. One term, daily. Given, Winter and Summer terms.

3. **Analytic Geometry.** A course in Plane Analytic Geometry, showing the relation between algebra on the one side and pure geometry on the other. The comic sections and many other loci are studied in both the rectangular and polar systems. Attention is given to systems of comics and locis of higher order. Special emphasis is given to practical applications. Prerequisites, Mathematics 1, 2. Spring term. Daily.

4 and 5. Calculus. Both the differential and integral calculus are studied together in the most systematic and logical manner. The course begins with the differentiations of algebraic and transcendental functions with their applications to velocity, acceleration and maxima and minima. Intergration is introduced at an early stage and studied carefully. Special methods of intergration complicated functions are given much attention. The multiple integrals are infinite series follow; Geometric and physical applications are considered in detail. Prerequisite, Mathematics 1, 2 3. One year, four hours.

Note: Course 1-5 open the way to all that follows. Students preparing to teach mathematics in high schools should complete at least these five courses, together with course 12, announced later. Students looking forward to engineering work of various kinds will find courses 6, 7, 8 especially valuable.

6. **Differential Equations.** A general beginning course in this field, including differential equation of the first order, singular solutions, total differential equations, differential equations of the second order, integration in series and partial differential equations of the first and higher orders. Three hours, first half of year. Prerequisites, Mathematics 1-5.

7. **Analytic Mechanics.** A study of moments of mass and inertia, rectilinear motion, curvilinear motion, kinetics of a material particle, work, energy, impulse, central forces, harmonic field, potential and potential energy, motion in a resisting medium and dynamics of a rigid body. These subjects are studied in a purely mathematical way. Prerequisites, Mathematics, 1-6. Three hours, second half of year.

Courses 6-7, to be offered 1921-1922.

8. **Projective Geometry.** A course in pure geometry, very little analysis is required. The projective properties of curves are studied. Special attention is given to anharmonic ratios. Prerequisites, Mathematics 1-5. Three hours, first half of year.

9. **Mathematical Physics.** This is a course in applied mathematics. Equations are developed and studied which apply to the physical phenomena. Prerequisites, Mathematics 1-5 .

Courses 8-9 to be offered 1922-23.

10. **Solid Analytics.** This course extends the principles and relations developed in plane analytic geometry to a three dimensional space. Prerequisites, Mathematics 1. 2. 3. One term, four hours.

11. **Theory of Equations.** An extended study of equations with their applications. Prerequisites, Mathematics, 1-5. One term, four hours.

12. **Teaching of High School Mathematics.** The values of this study are carefully considered. Then a careful study of the subject matter to be taught and the best methods of presenting it follows. Seminary course. Open to Juniors and Seniors who have had considerable mathematics. Spring term, two hours.

PHYSICS

1. **General Physics.** This course gives a general treatment of the entire field of Physics and is given under the following heads:

(A) Mechanics—A study of kinematics and dynamics. The latter is treated under the head of statics and kinetics. Four hours, Fall term.

(B) Heat, Sound, Light. Five hours. Winter term.

(C) Electricity and Magnetism. Four hours, Spring term.

Two double periods a week are devoted to laboratory work. This is mainly a descriptive course; however, a reasonable number of problems are solved. Prerequisites, Mathematics 1 and 2.

2. **Electricity and Magnetism.** This is a more advanced discussion of this topic and is dealt with from a mathematical rather than a mere descriptive point of view. A number of experiments are performed from time to time. Prerequisites, Physics 1 and Mathematics 1-5. Four hours, one term.

3. **Light.** An advanced theoretical and mathematical treatment of this subject including some experimental work. Prerequisites, Physics 1 and Mathematics 1-5. Four hours, one term.

4. **Heat.** An advanced treatment of this subject largely from a theoretical standpoint. A large number of Mathematical problems are solved. Occasional experiments are performed. Prerequisites, Physics 1 and Mathemtics 1-5. Four hours, one term.

CHEMISTRY

PROFESSOR KINTNER

1. **General Chemistry.** A general course in the non-metals and metals. Attention is given to the theoretical development of the subject. Laboratory work and recitations. Practice in qualitative analysis. Daily, three terms.

2. **Qualitative Analysis.** A course in the separation and identification of the common compound. Dry and "wet-way" analysis. One recitation and four laboratory periods per week. One term.

3. **Quantitative Analysis.** A study of the elementary principles of gravimetric and volumetric analysis, with practice in typical analytic methods. Course 2, or its equivalent, is prerequisite. Four hours, three terms.

4. **Organic Chemistry.** A study of the Carbon Compounds, together with practice in the preparation of typical organic substances. Course 3, a prerequisite. Four hours, three terms.

5. **Inorganic Preparations.** A laboratory course in the preparations of the rarer compounds and those involving manipulative difficulties. Course 3, a prerequisite. Daily, one term.

6. **Physical Chemistry.** A general course in Physical and Theoretical. Course 3, a prerequisite, except by special arrangements. Daily, three terms.

BIOLOGY.

1. **Botany.** A study of typical specimens of the plant kingdom from lower to higher forms, including some of the general principles of physiology, ecology and pathology. Four hours, three terms.

2. **Zoology.** The year's work is divided into two parts: (a) Invertebrate Zoology. Eighteen weeks. A study of the lower forms of animal life. (b) Vertebrate Zoology. Eighteen weeks. A comparative study of vertebrate animals. Four hours per week.

3. **Cellular Biology.** Maturation and fertilization cell division, etc. Laboratory methods of fixing, staining and embedding. Open to students who have completed course 1. One term.

4. **Embryology.** Study of the early stages of some typical vertebrates, including formation of germ layers, early stages of body organs. Embryological theories will be studied and attention given to methods of preparing embryos and slides. Open to those who have completed course 2. One term.

5. **Heredity.** Physical basis and laws of variation and heredity. Some of the facts and theories developed by recent research. Eugenic measures, etc. One term. Open to those who have completed course 2.

6. **Vegetable Histology.** A systematic study of the tissues of the Pteridophytes and Spermatophytes. Sectioning and mounting. Use of stains and reagents. One term.

7. **Dendrology.** Trees and shrubs. Practice in identification in both winter and summer conditions. A dendriological herbarium is required. One term.

GENERAL SCIENCE

PROFESSOR IKENBERRY

1. **Geology.** Dynamical, Structural and Historical Geology will be treated. Some time will be spent in both field and laboratory work. One term.

2. **Astronomy.** A comprehensive study of the heavenly bodies. Their distance, motions, relations, form, dimensions and constitutions. The theories regarding their origin and evolution, and various problems of spherical astronomy. One term.

3. **Physiology.** A course in general physiology, consisting of classroom recitation supplemented by laboratory exercises and demonstrations. Hygiene and disease prevention are given a prominent place in the course. Daily, one term.

4. **Surveying.** By actual field work the student is brought into contact with the various problems of the practical surveyor. He must make his own field notes and computations, and plot his results. A careful study is made of the instruments, their errors and adjustments. One term, daily.

5. **Mathematical Astronomy.** A study of the elements of practical astronomy, including mathematical problems and methods of solution. The course embraces the study of parallaxes, the laws of linear motions, the determinatants of longitude, the recurrence of eclipses and perturbations. One term, daily.

PREMEDICAL COURSE

Many young people are interested in a medical education. Such a course always includes a certain amount of regular college subjects. Manchester College has made definite arrangements with Ohio State University by which the following course will be given full credit in the School of Medicine. A student who completes this course may continue his course in the university. After two years' work there Manchester College will grant him his B. S. degree. Another two years' work will enable him to complete the course required for Doctor of Medicine.

	FIRST YEAR	
Fall Term	**Winter Term**	**Spring Term**
Gen. Chem, (5)	Gen. Chem. (5)	Qual. Anal. (5)
Physics (4)	Physics (4)	Physics (4)
English (22	English (2)	English (2)
Mod. Lang. (5)	Mod. Lang. (5)	Mod. Lang. (5)
	SECOND YEAR	
Qual. Anal. (5)	Organ. Chem. (5)	Organ. Chem. (5)
Inv. Zool. (2)	Inv. Biol. (2)	Vert. Zool. (4)
Psychology (5)	Vert. Zool. (?)	Elective (5)
Elective (2)	Embryology (5)	Elective (2)
	Elective (2)	

The English will be Composition, unless student should be excused by virtue of ability in subject. In that case the student can take a course in Literature.

The five hour elective may be mathematics, history, sociology, etc.

The two hour elective should be Physical Culture or Hygiene.

Agriculture

AGRONOMY

PROFESSOR EIKENBERRY

1. **Soil Physics and Management.** Formation of soil materials; texture; structure; capillarity; surface tension; temperatures; aeration; prosity; drainage; relation of soil to crops; fertilizers and soil building. Lectures, quiz and laboratory. Two terms, four hours.

2. **Soil Fertility.** Supply of plant food element, cropping systems, rotations, feltilizers, manures and their relation to soil fertility. Lectures, laboratory and pot cultures. One term, five hours.

3. **Farm Crops.** Cereals and forage crops; adaptation; distribution; characteristics; improvements; seed selection; preparation of seed-bed; cultivation; judging of grain, especially corn; grading of grain; harvesting; marketing; weeds; identification; methods of distribution; collection of seeds and eradication; diseases of crops, control and prevention.

Recitation, laboratory and field observation. One term, four hours.

3a. **Forage Crops and Legumes.** Grasses, sorghums and legumes. Ecology and adaptation. Grass mixtures. Lectures and quiz. One term, two hours.

4. **Farm Mechanics.** Physics of farm machinery; ropes, splicing and tying; soldering; belt lacing; pipe cutting; plumbing; sewage disposal; water, lighting and heating systems; power transmission; farm power plant.

Recitation and laboratory work. One term, three hours.

ANIMAL HUSBANDRY.

1. **Dairy Cattle.** Detailed study of the dairy type; dairy breeds; management and care; breeding; selection and culling: dairy products practice in use of "Babcock" test; use of lactometer in determining adulteration of milk.

Recitation, laboratory and observation trips. One term, four hours.

2. **Poultry.** Types, breeds; varieties; breeding; housing and equipment; feeding; incubators; hatching; brooding; marketing and dressing; disease and their treatment.

Recitation and observation trips. One term, three hours.

3. **Principles of Breeding.** Genetics; origin of common plants and animals; laws of heredity, selection and variation; systematic breeding of stock on the farm.

One term, three hours.

4. **Principles of Feeding.** Classification, composition and fuel value of feeding stuffs; calculation of balanced rations; nutritive rations; digestion; requirements for maintenance and for production of energy; meat, milk, eggs and wool.

One term, three hours. Chemistry a prerequisite.

5. **Types and Breeds of Farm Animals.** Types; horses; draft, general purpose and road; cattle; beef, general purpose and dairy; sheep; fine wool, medium wool and mutton; swine; lard and bacon.

Important breeds in above types; judging, scoring.

Recitation and practice in judging and scoring. One term, four hours.

ECONOMICS

1. **Agricultural Economics.** Agricultural problems; farm organization; types; administration; rentals; credits; labor; production and distribution of income; wages; rent; interest; profits. One term, four hours.

2. **Marketing of Farm Products.** Profitable distribution of produce; marketing agencies; middlemen; cold storage; price quotations grading; inspection and governmental control; co-operative marketing; parcels post; truck service. One term, three hours.

3. **Rural Sociology.** The social needs of the community; schools; churches; clubs; granges and other social institutions; advantages of rural life; relation of land and labor; charitable institutions; sanitations; health; attractive homes. One term, four hours.

ENTOMOLOGY

1. **Systematic Entomology.** External anatomy of insects; terminology of parts; classification or orders; suborders and important families; specimens are gathered and permanent collections are made.

Recitation and laboratory work. One term, three hours.

2. **Economic Entomology.** Practical control of insect pests of farm, garden and orchard; life histories; nature and extent of injuries; spraying; prevention and other methods of control. One term, three hours.

FARM MANAGEMENT

1. **General Farm Management.** Systems of farming; size, location and arrangement of farm, fields, fences and buildings; organization; distribution of capital; farm administration; efficiency of labor, capital and equipment; complete cost accounting. One term, four hours.

HORTICULTURE

1. **Fruit Growing.** Selection of sites; planting; pruning; thinning; grafting; spraying; harvesting; marketing; culture of soil fertilization; commercial and farm production of apples, peaches, pears, plums, berries and grapes.

2. **Vegetable Gardening.** The farm garden, planting, cultivation, propagation, harvesting, storing and marketing of garden vegetables. Experimental work in garden and greenhouses. One term, four hours.

M. C.—O. S. U. AGRICULTURAL COURSE

Arrangements have been completed with Ohio State University whereby students desiring agriculture can take two years of required work at Manchester and the remaining two years at O. S. U. At the end of four years he will receive the degree of Bachelor of Agriculture from Ohio State University and the degree of Bachelor of Arts from Manchester. This arrangement makes it possible for the student to get the best from each school. In Manchester he will secure the required literary work, together with all of the religious and moral training possible. In O. S. U. he will receive the advantage of splendid equipment and excellent teaching force. Few schools in the country are coming to the front more rapidly than Ohio State University. This should appeal especially to the Ohio patrons of Manchester College.

OUTLINE OF COURSES

FIRST YEAR

Fall Term	Winter Term	Spring Term
Gen. Chem. (5)	Gen. Chem. (5)	Qual, Analysis (5)
Botany (4)	Botany (4)	Botany (4)
English (5)	English (5)	Shop Work (2)
Mech. Draw. (2)	Wood Working (2)	Elective (5)

SECOND YEAR

Zoology (4)	Zoology (4)	Zoology (4)
Mathematics (5)	Physics (5)	Geology (5)
History (4)	Economics (4)	Economics (4)
Bible or Elective(3)	Bible or Elective(3)	Bible or Elective(3)

It is intended that the courses offered in agriculture shall be organized so that credit will be given in any agricultural school. Special emphasis will be placed upon courses which are basic to further study in that particular line. Students intending to do work in agriculture should enroll in chemistry during their Freshman year.

Home Economics

PROFESSOR HOLLINGER

Courses in this department are planned to give thorough nstruction in various lines of Home Economics which shall neet the needs of the teachers of these subjects and help to omplete the general education of any woman of today.

Entrance requirements: Graduation from commissioned high chool or certified high school, or equivalent scholarship.

A diploma is granted for completion of two years' course.

FIRST YEAR

Fall Term	Winter Term	Spring Term
Foods and Cookery	Foods and Cookery	Meal Serving
Textiles and Sewing	Textiles and Sewing	Textiles and Sewing.
Chemistry	Chemistry	Chemistry
English	English	English
Education	Education	Education

SECOND YEAR

Dressmaking and Design	Lunch Room Management	Teaching of Home Economics
Household Chemistry	Dressmaking and Design	Tailoring
Education	Physiology	Dietetics
	Household Management	Practical Nursing
		Elective

1. **Foods and Cookery.** This course is planned not only to make the student a good housekeeper, but also to make her able to present the subject matters to others. Foods are considered as to their origin, distribution, growth, preparation for market, chemical composition, digestibility, dietetic value, care and cooking. One hour class work, 3 hours laboratory. Fall term.

2. **Foods and Cookery.** Continuation of Course 1. Winter term.

3. **Meal Serving.** Special attention is given to planning and serving meals to groups of family size. Study of dietary requirements of people of various ages. Formal and informal serving of meals. One hour class work and 3 hours laboratory.

4. **Textiles and Sewing.** Instruction in fundamental stitches and seams is given and same are applied to simple garments. Study of history of textile industry, spinning and

weaving. One hour class work and 3 hours laboratory. Fa term.

5. **Textiles and Sewing.** Continuation of Course 4. Stud of origin, manufacture, and characteristics of the various te tile fibers. One hour class work and 3 hours laboratory. Wi ter term.

6. **Textiles and Sewing.** Emphasis is placed on the use o the sewing machine. A middy or tailored shirt waist and tailored skirt will be made in the laboratory. Michroscopic an chemical study of textile fibers. One hour class work and hours laboratory. Spring term.

7. **Dressmaking and Design.** Study of costume fro historical standpoint. Instructions will be given in the use o patterns and the alteration of same to fit various types o figures. Practice in making and fitting simple woolen dresses Two hours class work and 4 hours laboratory. Fall term.

8. **Dressmaking and Design.** Study of the principles o costume design. More difficult problems in dressmaking. Tw hours class work and 4 hours laboratory. Winter term.

9. **Tailoring.** Making of coat or coat suit. Four hour laboratory. Spring term.

10. **Household Management.** Study of the principles o planning and furnishing a home with consideration for economy, health, convenience and beauty. Principles of the prope expenditure of the income. Four hours. Winter term.

11. **Household Chemistry.** This course deals with th Chemistry incident to home life. It includes the study o chemical composition of foods, fuels, illuminants and the chemistry involved in cooking and sanitation. Prerequisite, Genera Chemistry. Two hours class work and 4 hours laboratory. Fal term.

12. **Practical Nursing and Hygiene.** Study of the duties of a nurse, care of the sick, invalid cookery, hygiene, sanitation and prevention of disease. Four hours. Spring term.

13. **Teaching of Home Economics.** This course considers the functions of Home Economics in education and its relation to the curriculum. Considerable attention is given to planning courses of study for various types of school and to methods of teaching. Some work will be given in observation and practice teaching. Four hours. Winter term.

14. **Lunch Room Management.** Students taking this course will have an opportunity to buy materials for, plan, prepare and serve meals to large groups of people. Four hours laboratory. Fall term.

15. **Dietetics.** This course includes a thorough study of the arious nutrients from the standpoint of chemical composition s well as digestion and assimilation. Emphasis is placed on the roper feeding of individuals as affected by age, size, activity nd disease. The laboratory work consists of preparing meals uitable to different conditions in health and disease. Three ours class work and 2 hours laboratory. Spring term.

Department of Education

GENERAL STATEMENT

The purpose of the Normal School is to give a thoroug training to teachers for the elementary grades and the hig school. The work of this department for the past ten years ha been such as to gain a wide recognition in Indiana, Ohio an other states.

The Normal School was accredited for classes "A" and "B in 1907; and for class "C" in 1909. For years the summe school has been accredited by the Ohio State Department o Public Instruction, while practically full recognition has been given by Ohio to all the work done. Excellent recognition ha been gained in other states. Hundreds of successful teachers in the grades, in the high school and in college have received their training in this school.

Manchester College Normal School is now recognized both by Indiana and Ohio as an accredited school to give the two and four year courses, which lead to the provisional certificate and to a life license.

COURSES OF STUDY

The following are approved and suggested Professional Courses as recommended by the Indiana State Board of Education:

1. **Class A.** The first term's work of the two-year curriculum recommended as follows:
   (a) Introduction to education, 5 hours.
   (b) Special method (with directed observation), 5 hours.
   (d) Teacher's course in elementary school subjects, 5 hours.
   (d) One subject of college grade, 5 hours.

One year of standard college work will be accepted for Class A.

2. **Class B.** The second term of the two-year curriculum as follows:
   (a) Principles of teaching or child psychology, 5 hours.
   (b) Special method (with directed observation), 5 hours.
   (c) Teacher's course i nelementary school subject, 5 hours.
   (d) One subject of college grade, 5 hours.

One year of standard college work above the twelve weeks for Class A will be accepted for Class B.

3. **Thirty-six Weeks.** The first year's work of the two-year curriculum. Any one of the following courses will be approved:
   (a) One year of straight normal work.

(b) Class A and B, plus twelve weeks of additional normal aining.

(c) Classes A and B, plus ten semester hours of college ork (summer session).

(d) Class A (12 weeks) and one year of college work.

At least forty-five term hours' (thirty semester hours') credit ust be earned to count as Thirty-six Weeks' Approved Training.

CERTIFICATE OF PROFESSIONAL TRAINING IN INDIANA

On completing each course, the student is given the correponding certificate of professional training.

The following grades of certificates of professional training ave been authorized by the State Teachers' Training Board:

1. **Class A. For Beginning Teachers.** Based on twelve veeks of approved normal training with at least five hours of rofessional credits; or on one year of standard college work.

2. **Class B. For Twenty-four Weeks' Training.** Based on second twelve weeks of normal training continued as above; r on a year of standard college work above Class A.

3. **One Year Certificate For Teachers With One Year's Training.** Based on thirty-six weeks of approved professional raining with at least ten hours' credit in professional studies.

4. **Elementary Provisional. For Graduates of an Approved Two Years' Course.** Based on a two-year normal training ourse with at least twenty-one term hours of professional redits, including observation and supervised teaching.

5. **Class C. For Graduates of a Standard Three or Four Years' Course.** Based on a three years' standard normal or four years' standard college course, with at least one-sixth in professional credits.

6. **High School Provisional. For Graduates of an Approved Four Years' Course.** Based on a four-year standard college or normal college course with at least one-fifth the total number of credit hours in professional studies including observation and supervised teaching.

NORMAL ENGLISH COURSE

1. This course is designed to encourage High school graduates to take the entire year of normal training before entering the teaching profession. It is the conviction of many school men that this should be the minimum preparation for so important work.

2. The completion of a high school course or its equivale is a prerequisite for taking this course.

3. This course is planned to meet the requirements of bo Indiana and Ohio for the first year of the approved Two-Ye Teacher Training Course.

4. Indiana students completing the above will be grante the "A" and "B" certificates.

5. Those preparing to teach in Ohio must take at least on half of their work in professional subjects as follows: Ph chology, Methods and Observation, Primary Methods. Histor of Education, Principles of Teaching, Classroom Managemer and Supervised Teaching. There must be at least three conter and special methods courses in elementary subjects.

TWO-YEAR ELEMENTARY TEACHERS' COURSE

This Two-Year Elementary Course is for teachers who desir to prepare for the work of the grades. Those who complet this course will receive from the state a provisional elementar certificate valid for four years. At the end of four years an upon the completion of two years' successful teaching exper ence in the public schools, there will be issued by the state life certificate to teach in the elementary schools of the stat Credit for the Two-year Course is allowed on the Four-Yea Teachers' Course.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equiv alent is required for entrance to this course. A minimum o ninety hours of prepared work and of sixteen hours of unpre pared work is required for graduation. Unprepared wor means such subjects as penmanship, physical culture, drawing public school music, which are required of all graduates. On pre-vocational subject and hygiene are also required of al graduates. A "Term Hour" consists of one recitation a wee for twelve weeks.

PROFESSIONAL WORK

The following gives the minimum of hours approved in professional subjects in Indiana:

Introductory Psychology	5 hours
Child Psychology	5 hours
Classroom Management	2 hours
Principles of Teaching	5 hours
Public School Systems	2 hours
Special Methods in English, History, Geography and Arithmetic	3 hours
Supervised Observation and Teaching	5 hours

For Ohio Teachers. The above courses apply, but enough dditional professional subjects must be taken to make a total f forty-five hours.

Literary Subjects. The remainder of the ninety hours of equired work should be taken from the college and normal ourses such as English, History, Sociology, Biology, Mathematics, Teachers' Courses in Elementary Subjects, Physiology nd Hygiene.

FOUR-YEAR HIGH SCHOOL TEACHERS' COURSE

This Four-Year Course is for teachers who desire to teach in high school. Those who complete this course will receive from he state a provisional high school certificate, valid for four years, to teach in those subjects in which he has earned two ull years' credit. At the end of four years and upon the completion of two years' successful teaching experience in the high chool, there will be issued by the state a life certificate to teach n the high schools of the state.

REQUIREMENTS FOR GRADUATION

Graduation from a commissioned high school or its full equivalent is required for entrance to this course. A minimum of 144 weeks of regular study, with a minimum of fifteen hours of recitation per week is required for graduation. The student must complete all courses satisfactorily.

PROFESSIONAL SUBJECTS

Thirty-six hours will be required in professional subjects: Psychology, Principles of Teaching, History of Education, School Administration, Methods, Psychology of High School Subjects, Observation and Supervised Teaching, Educational Measurements.

LITERARY SUBJECTS

The literary part of the student's program should not be too much scattered, but concentrated in a few lines of work. The student should have two years of college work in each subject he will teach in high school, and for which he will be granted the provisional certificate.

SPECIAL COURSES

have been provided for those who expect to teach and supervise such subjects as music, art, domestic science, etc. These will be outlined under the respective departments.

OHIO NORMAL REQUIREMENTS

Manchester College takes a deep interest in the school work of Ohio. Nearly one-half of the student body comes from Ohio.

Many Ohio teachers have received their normal training he
This institution desires to meet all the requirements of the sta
so that it may be in position to serve its constituency well.

The normal work of Manchester College is fully accepted
Ohio. The Summer Schools have been formally accredit
since 1914. The state board has also accepted the work do
by students for the one, two and four-year courses.

Students who complete the one-year normal work receive t
provisional certificate as it is granted in Ohio to those co
pleting the one-year course. This one year of normal work
outlined under the Normal English course. This work w
apply on the two-year course.

The two-year course leading to the provisional certifica
demands that the course shall include thirty semester hou
(forty-five term hours) of professional studies with a certa
minimum in each. These professional subjects are found in t
Department of Education in the college. The student will fi
the courses given in these and the teachers' common sch
subjects sufficient to equal this two-year course.

Those who desire to prepare to obtain the high school p
visional certificate should major in the Department of Edu
tion in the college. Five hours of Observation and Supervis
Practice teaching will be required and not less than three hou
of each of the following subjects: History of Educatio
Methods of Teaching, General or Special; School Organizati
including School Management, Classroom Management a
School Laws, and Psychology. The remainder of the forty-fi
hours required for graduation may be selected from the
subjects or from Sociology, Ethics and Philosophy. Note t
summary of the Courses in Education as follows:

DEPARTMENT OF EDUCATION IN THE COLLEGE

The College of Liberal Arts, Manchester College, now offe
enough work in Education that students who are working f
the A. B. degree can take their major work in that departme
At least forty-five hours, or nine terms, in this department a
required for major work. Another fifteen hours may be tak
in the allied subjects of Sociology and Philosophy. The cours
offered are described under the College Department and are
follows:

Psychology	Thirty-six wee
Principles of Teaching	Twelve wee
Special Methods and Directed Observation	Twenty-four wee
School Administration	Twelve wee
History of Education	Twenty-four wee
Modern School Systems	Twelve wee

Special High School Methods	Twelve weeks
Principles of Secondary Education	Twelve weeks
Supervised Practice Teaching	Twenty-four weeks
Primary Methods	Twenty-four weeks
Classroom Management	Twelve weeks

COLLEGE TRAINING SCHOOL

The Training School established on the college grounds has won a reputation for thorough, standard, well-organized work. It occupies the first floor of the college hall. By arrangement one ward of the North Manchester city schools is located here. Only experienced state normal graduates are employed as teachers. Normal students have ready access to these rooms, both for observation and practice teaching. Students who have gone out from this institution to enter the profession of teaching have uniformly expressed the opinion that the training school has helped them more in actual teaching than any other subject they pursued.

Those who are planning to teach in high schools will have easy access to three different systems of schools, in which they can observe the very best teaching. One mile south of the college is the Chester Township High School, one of the best equipped country high schools in the state. One-half mile away is the North Manchester City High School that has gained an excellent record with higher institutions for the efficiency of its work. Then there is the academic department of Manchester College, where regular high school work is given, and where practice teaching may be done. In these three schools there will be ample provision for practical work.

CURRICULUM

For a description of professional subjects offered, the reader is referred to the Department of Education under the College of Liberal Arts.

For a description of advanced courses see the corresponding department under the College of Liberal Arts, where such subject or subjects are to be found.

Pubic School Music, Public School Drawing, Agriculture, Manual Training, Domestic Science and Physical Training are found elsewhere under their respective headings. Refer to index to find them directly.

The common school subjects are as follows:

Arithmetic. This will both give the content of the subject and also present the best methods of attacking various kinds of problems connected with teaching. Lesson plans for different grades and different subjects will be presented. Special emphasis will be placed upon problems relating to everyday practical problems of life.

Grammar. The aim of this course is to present the fundamental principles of English Grammar, not merely as a forma subject, but as a thought subject as well. Methods of teachin the correct use of English in the early grades, and of forma grammar in the later grades, will be emphasized.

Reading. The student will be taught the proper method o expression through getting the thought to be expressed. Th best method of teaching beginners will be presented. Ther will be some study of the best books for children considered.

Geography. This subject will be more than review. It wil endeavor to awaken interest in one of the most interesting subjects, though sometimes a dry subject the way it is taught The earth as the home of man will be much more interestin when the child sees it as his home. How to present the subjec in this way will be made clear.

History and Civics. The fundamental facts of our country' history will be studied. Civic problems will be studied in thei proper connection. Present day movements and civic problem will be studied with care. Also the best method whereby th teacher can present the subject in an interesting and helpfu manner.

Physiology and Hygiene. These subjects go hand in hand. Physiology too often has been a useless study because the car of the body was not emphasized. This course aims to help th teacher to be of help to the child and the home through a proper skillful presentation of proper facts. Special attention give to problems of sanitation, such as city housing, drainage, wate systems, prevention of disease, etc.

Bible and Church History

FACULTY

tho Winger, D. D., L. L. D.	Philosophy and Religion
. C. Wenger, B. D., A. M.	Bible and Church History
. S. Randolph, A. M.	Religious Education
. C. Reber, A. M., Pd. D.	New Testament Greek
. H. Nicodemus	Biblical Literature
adies Stutsman Wampler, A. M.	Bible and Hymn Reading
. F. Wampler	Sacred Music
. W. Boyer	Sacred Music
. W. Norris	Evangelist
. E. George, Ph. D.	Lecturer

GENERAL STATEMENT

The aim of the Bible School is to furnish abundant oppor-unity to all literary students for Bible study and to give raining and inspiration to ministers, missionaries, Sunday School teachers, and Christian workers. The ultimate object s the enrichment of the students' spiritual life and to prepare hem for the most efficient Christian service. The Bible is be-ieved and taught as the inspired word of God, and the follow-ng courses aim to emphasize the importance of the teachings f this one great Book.

OUTLINE OF COURSES

OLD TESTAMENT COURSES

1. **Bible History.** This course is a survey of the events of acred history as recorded in the old testament, from the crea-ion to the captivity. In the light of the historical data the urpose of each book is determined. The significance of these vents in the unfolding of the plan of salvation is carefully tudied. The geography of the Bible lands and the sociological onditions of the times will be duly emphasized. Four hours, all and Winter terms.

2. **New Testament Times.** This course is a history of the ewish people from the captivity to the birth of Jesus. It ncludes a careful study of the social, political, and religious onditions of Palestine during these times. Four hours, Spring erm. Advised for those doing only required work in Bible.

3. **Hebrew Poetry.** A study of the poetical books of the ld Testament, with special emphasis upon the Psalter. There ill be a careful exegetical study of different Psalms. The

general structure and characteristics of Hebrew lyric poetry will be studied. Four hours, Fall term.

4. **Hebrew Prophecy.** This is a general study of the Hebrew Prophets. Sufficient parts of the prophetic books will be studied to throw light upon the life mission and messages of these men of God. Four hours, Fall term. Courses 1 and 2 are prerequisite.

5. **Exegesis of Prophecy.** An advanced study of the predictive element of the Old Testament Prophecy. The various lines of prophecy will be considered in their relation to the New Testament age and the future. Careful attention will be given to social, political, and religious conditions of the times. Due consideration will be given to the various possibilities of interpretation. Courses 1, 2 and 4 are prerequisite. Four hours, Winter term.

NEW TESTAMENT COURSES

6. **Life of Christ.** For this course the gospel of Luke will be used as a basis. The history of the life of Christ as given by the four gospels will be traced. The geography and chronology of these events will be given sufficient attention to impress them upon the student's memory. A harmony of the four gospels will be worked out carefully from the daily study. Four hours, Fall term.

7. **Teaching of Jesus.** In this course Matthew's gospel is taken as a basis for study. It includes a careful exegesis of the entire book, with special emphasis upon the Sermon on the Mount and the Parables. Four hours, Winter term.

8. **Character of Christ.** An advanced study of the many sided character of Christ, emphasizing His conduct under all circumstances. Special emphasis will be placed upon such subjects as,—The Temptation, Sinlessness, Poise, etc. Prerequisites, courses 6 and 7. Four hours, Spring term.

9. **Acts and the Life of St. Paul.** This is an advanced study in which not only the historical and geographical facts are studied, but also the fundamental doctrines of the book of Acts. Special attention will be given to the life and mission of the Apostle Paul. Four hours, one term.

10. **Epistle to the Hebrews.** As an introduction to the study of the book there will be a general survey of the ceremonial law and religious institutions of the old testament. The teachings of this book will then be studied in the light of these old testament institutions. Four hours, Winter term.

11. **General Epistles.** An exegetical study of the epistles of James, Peter, John and Jude. Four hours, Spring term.

12. **Earlier Pauline Epistles.** This course includes a careful exegetical study of the epistles to the Thessalonians, Corinthians and Galatians. The historical circumstances of the writing, and the doctrines taught will be given careful attention. Four hours, Winter term.

13. **Later Pauline Epistles.** A careful exegetical study of the epistles to the Philippians, Ephesians, Colossians, Philemon, Timothy and Titus. The occasion, circumstances and the purpose of the writing will be studied in each case. Special attention will be given to the doctrinal teaching of Paul. Four hours, Spring term.

14. **The Gospel of John.** A careful study of the gospel, historically and doctrinally. The student will be expected to outline the book in detail. Difficult portions will be studied carefully. Prerequisite New Testament courses 6 and 7. Open only to Seniors and Graduate Students. Four hours, Winter term.

15. **Romans.** A careful study of this most profound production of St. Paul. The student will be asked to write a brief propositions for each paragraph of the letter. The doctrines of Sin, Justification, Sanctification and Election will be carefully studied. The student will also be asked to present a written introduction to the letter and a term paper upon some allied subject. Open only to Seniors and Graduate Students. Four hours, Spring term.

16. **Revelations.** A careful study of the book, taking into account all the historical circumstances of the writing, various possible and suggested interpreations and a detailed study of certain portions of the book. Open only to Seniors and graduates. Four hours, Spring term.

17. **The Doctrine of Prayer.** An intensive study of this subject as taught in the Bible. Special attention will be given to the teachings of Our Lord on this subject, and of the examples of His own prayer life. Its purpose is devotional and it aims to reveal the power and blessing of prayer. Two hours, two terms.

18. **Christian Nurture and Personal Work.** This course aims (1) to give students help in overcoming their own difficulties and deepening their spiritual life, and (2) to enable them to help others who have difficulties and hindrances in Christian growth. Two hours, one term.

19. **Parables.** This course aims at a thorough study of the Parables of both the Old and New Testaments. The Parables of the Bible will be studied to ascertain the teaching intended

and direct application to life will be made. Two hours, two terms.

20. The Holy Spirit. This is a study of Bible texts and events that set forth the power and work of the Holy Spirit through individuals and the Christian church. Two hours, Fall and Winter terms.

21. New Testament Greek. This course presupposes a year's work in classical Greek. Careful attention will be given to principles of New Testament Greek syntax, modes and tenses. The Gospel of John and other portions of the New Testament will be read. Three terms, four hours.

RELIGIOUS PHILOSOPHY

22. Christian Ethics. It is the aim of this course to acquaint the student with the principles of moral conduct and to apply the teaching of the New Testament to practical problems. Two hours, Fall and Winter terms.

23. Problems of Religion. A study of some of the persistent problems of religion, that have been the concern of men in all ages. Some literature on the psychology and philosophy of religion will be studied. Four hours, Winter term.

24. Theism. This course presupposes two terms in Philosophy. A careful study will be made of the evidences and practical demands for the truth of God's existence and His relation to the world. Four hours, Spring term.

25. Christian Evidences and Doctrines. A study of the principles and practices of the Christian religion in contrast with other religions, noting the claims of Christianity as the true and final religion. Open to those who have had courses. Four hours, Spring term.

RELIGIOUS HISTORY

26. History of Religions. A comparative study of the origin, beliefs, practices and development of the great facts of mankind preceding the establishment of the Christian religion. Fall term, four hours.

27. General Church History. The aim of this course is to give to the student a connected view of the history of the Christian church from its beginning to the present day. Special attention will be given to the great doctrinal controversies, the Reformation and the rise of modern Protestant denominations. Four hours, three terms.

28. Christian Missions. The mission work of the Christian church in different ages will be outlined, placing special emphasis upon the great modern missionary movement. Two hours, one term.

29. **The Church of the Brethren.** A brief survey of the history of the church will precede a study of the position of the church in polity. Christian life and worship, ordinances and doctrines. Two hours, one term.

HOMILETICS AND PASTORAL THEOLOGY

30. **The Theory of Preaching.** The inductive method is used to discover the principles underlying the sermon and the preacher's preparation; sermons of various types are formulated illustrating the laws governing the material development and formal preparation of the sermon. Four hours, fall term.

31. **Preparation and Delivery of Sermons.** A practice course including class preaching; assisting the student in thinking out clearly and delivering effectively a definite, consistent and timely message. The principles developed in course one are applied in the preparation and delivery of the sermon with personal criticism as to its form and delivery. Two hours, Winter and Spring terms.

32. **Organization and Pastoral Care of the Church.** A study of the individual church as an organism; the organization of various groups so that there will be unity of work and diversity of responsibility for efficient service. The principles governing pastoral duties are developed from the nature of the church itself and from its relation to the community. Two hours, Winter and Spring terms.

33. **Evangelism.** A study of the New Testament idea of evangelism; a history of evangelistic revivals and of evangelistic preaching in the history of the Christian church; modern evangelism, methods of personal work, the experience of conversion; investigation of the the methods and results of various forms of effort; reports of students upon their own practical work. Two hours, one term.

RELIGIOUS SOCIOLOGY

34. **The Church and Society.** A survey of the field and function of religion and the church in relation to recognized interests of modern society; what the evolving social order means to the church by the way her adjustment and possible service to the individual, family, neighborhood, industrial and civic conditions of the people. Two hours, Winter term.

35. **The Church and Young People.** A study of the physiology and psychology of adolescence; sociology of adolescent groups; history and criticism of young people's move-

ments. Constructive programs of study, worship and servic for young people are worked out. Each student must qualify for some particular leadership of young people. Two hours Winter term.

36. The Rural Church. A group of the vast literature of the rural church problem; a study of the industrial, social, mora and religious factors of country life as they are related to each other; plans for expansion of the rural work; the church plant co-operation and rural leadership. Four hours, fall term.

RELIGIOUS EDUCATION

37. Principles of Religious Education. A study that builds up a definition of education from a historical background, defines the task of the religious educator, gives an outline of the principles of the development of human nature in their mora and religious significance, and discusses the principles for the guidance of the moral and religious life in the light of the genetic phychology. Four hours, Fall term.

38. Material of Religious Education. An investigation an criticism of graded and other materials at present available fo religious education; the natural interests of the developing spiritual personality and the most appropriate materials for a normal development; principles underlying the selection and preparation of lesson material; problems of the curriculum and correlation of the Sunday and week-day programs. Two hours Spring term.

39. Administration of Religious Education. A study of the church as a teaching institution of grading of pupils; courses of instruction, curriculum; correlation; community extension training in worship; service and missions; officers, supervision and training of teachers; architecture and equipment; finance records and statistics. Four hours, Winter term.

40. The Religious Education of the Adult. A study of early maturity and of middle life; need and methods of religious education of parents, teachers and leaders of young people and of the larger opportunities of the church and of adult development. Two hours, Spring term.

41. Religious Instruction and Public Education. A study of the principles involved in public school credit for religious instruction; recent plans and experiments; opportunities of the church in daily religious instruction. Four hours, one term.

42. Jesus the Teacher. A study of the master teacher, the education, implication of his life and teachings; his attitude toward his pupils and message; his experiences which interpret he moral development of the individual; his method and educational principles. Four hours, one term.

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43. **Sacred Music.** The music department offers courses in oice culture, chorus singing and special training for those who ecome leaders of song. Drills are given in the rudiments of music in connection with songs, hymns, choruses and anthems.

44. **Bible and Hymn Reading.** A course of study in expression that gives training in reading correctly and impressively secred hymns and Biblical texts.

PRACTICAL WORK COURSES

Under the direction of this department opportunity is offered for students to engage in different lines of Christian service.

Home Visiting. On Sundays students from the college visit the aged and sick in North Manchester and community. It is excellent practice and preparation for that important Christian duty in local church work.

Community Service. The Mission Chapel furnishes a home and center of many helpful community activities. A Sunday School is conducted, a library and reading room maintained, girls' sewing classes and boys' work course conducted. This gives the students many opportunities of working both with children and older people.

Deputation Work. Members of the Volunteer Mission bands go to surrounding churches for missionary programs. This also affords opportunity for younger ministers to gain practice in preaching.

TWO YEARS' COURSE FOR SUNDAY SCHOOL TEACHERS

The Sunday School is receiving more attention today than ever before. The Sunday School is deserving of, and demanding, better helpers. There is no work more worthy of our very best efforts. There are many young people who could do a great work for the church by making a good preparation for service in the Sunday School.

This two years' course should include twenty-four major courses of four hours each, or the equivalent, together with such supplementary and practical work as will develop the power of expression. The following courses from the curriculum must be included in this course: 1, 2, 6, 7, 9, 12, 17, 18, 34, 35, 36, 37, 38, 39, 42. The remainder of the course may be selected from the Bible School curriculum or from the College of Liberal Arts.

To those who successfully complete this course a diploma will be granted.

TWO YEARS' COURSE FOR PASTORS

One of the greatest needs of the church today is the need spiritual and efficient pastors for our churches. The Bib School has increased its faculty and enlarged its curriculum meet the needs of our ministers and of young men who ma prepare to fill the many places that are calling for help.

This two years' course should include twenty-four maj courses of four hours each or the equivalent, together wit such supplementary and practical work as will develop t power of expression. The following courses from the curric lum must be included in the student's course: 1, 2, 6, 7, 9, 1 12, 18, 29, 30, 31, 32, 35, 36, 37, 38. The remainder of the cours may be elected from the Bible School curriculum or from th College of Liberal Arts.

To those who successfully complete this course a diplom will be granted.

ARTS SEMINARY COURSE

This course leads to the regular A. B. degree. It is designe for the students who expect to complete the regular seminar course. By proper selection of courses of study the studen may complete a regular seminary course in two years afte completing his college work. To do this, the student must complete forty-five hours strictly Bible work from courses 1 to 1 Another forty-five hours should be chosen from courses 16 t 30, or from the departments of Philosophy, Religion, Sociology Education and Expression in the College of Liberal Arts. Th graduates from this course will receive two years of advance standing in Bethany Bible School. Students who take thi course must not expect later to receive full recognition by th state on professional teachers' courses. This course is primarily designed to lead to the seminary course.

SEMINARY COURSE

This course offers three years intensive Bible study for th student who desires to specialize in this department. The completion of a high school course or its equivalent, is a necessar prerequisite for graduation. Thirty-six major courses of fou hours each are required for graduation. Of these, thirty course must be selected from the Bible School curriculum. The remaining courses may be chosen from the department of Philosophy, Sociology and Education. The B. S. L. degree will be granted to those who successfully complete this course.

Graduates of the College of Liberal Arts may receive the B. D. degree in two years provided they have credits on their college courses for the following:

(a) Forty-five hours from courses in Bible History and iterature, Bible Doctrines, N. T. Greek and Homiletics.

(b) Forty-five hours from courses in Church History, Religous Education, Philosophy, Religion, Sociology, Psychology nd Expression.

The course of study for the additional two years' seminary ork must be chosen in consultation with the Bible School aculty.

SPECIAL BIBLE TERM

The first and second week in January of each year is ppointed as the time for a Special Bible Term. All-day prorams are held in the College Chapel, consisting of recitations, ectures and sermons. Special portions of the Bible and topics f special interest to the church are studied and discussed. esides the regular members of the faculty, able teachers from ther schools, as well as men and women of practical experince, are secured. Evangelistic services are held each evening. here is special teaching on doctrinal subjects.

This is an excellent opportunity for members from various hurches to spend two weeks together in study, worship and hristian fellowship. The college extends a warm welcome to ach and all, and will use every means possible to make the ork pleasant and profitable. A special bulletin will appear ater announcing the work more fully.

AFFILIATION WITH BETHANY

Arrangements have been made for an exchange of credits ith Bethany Bible School on the following basis:

1. Graduates of the Liberal Arts course of Manchester Colege may complete the seminary course at Bethany Bible School n two years and receive the B. D. degree provided the graduate as credits on his college course for the following:

(a) Forty-five hours from courses in Bible History and Literature, Bible Doctrines, New Testament Greek and Homiletics.

(b) Forty-five hours from courses in Church History, Religious Education, Philosophy, Religion, Sociology, Psychology and Expression.

2. Graduates of the Seminary course of Bethany Bible School may enter Manchester College and complete the Liberal Arts course, and receive the A. B. degree in two years. But such students must complete all of the required subjects for graduation from college, and meet the other regular requirements.

3. Regularly enrolled students from either institution wl may enter the other, will receive credit to an amount not exceed forty-five hours from either group 1a or 1b above.

4. Regularly enrolled students after two years' work either institutions, who may enter the other, and do four yea additional work, will receive both the A. B. and B. D. degree provided they meet the requirement of prescribed subjects each institution.

The Academy

Faculty

J. Yoder, A. B., Principal	History and English
lsie Miller, A. B.	Latin and English
A. Adams	Science
ois Brumbaugh	English
B. Wine	Bookkeeping
uth Garver	Stenography
aul Rupel	Manual Arts
ae Burrous	Domestic Science
athryn Forney	French
ora Wise	Mathematics
verett Coy	Mathematics
eorge Hollemberg, A. B.	Mathematics

COURSE OF STUDY

FRESHMAN YEAR

nglish
lgebra
atin or French
Botany

SOPHOMORE YEAR

English
Algebra, ½
Geometry, ½
Latin or French
Ancient History

JUNIOR YEAR

English
Geometry
Modern History

SENIOR YEAR

English
United States History and Civics

Electives

Latin or French
Manual Training
Domestic Science
Agriculture

Electives

Physics
Bookkeeping
Agriculture
Commercial Geography, ½
Commercial Arithmetic, ½

The course of study followed is the prescribed course of study for commissioned high schools in Indiana published by the Indiana State Board of Education. The texts used are state adopted texts. Completion of this course gives a commissioned high school diploma.

DRILLS

Two drill credits will be required of each graduate, a credit to consist of a drill taken regularly at least four hours each week for one year. One-half credit is required in chorus work and one-half credit in art. The remaining credit is elective from the following:

DRILL SUBJECTS

B Chorus, ½ credit	Two times per wee
A Chorus, ½ credit	Two times per wee
Art, ½ or 1 credit	Two or four tim
Penmanship, 1	Four times per wee
Typewriting, 1	Five times per wee
Physical Culture, 1	Five times per wee
Spelling	Five times per wee

LITERARY SOCIETY CREDIT

Four years' credit in literary society work is required, credit to consist of an active interest in the work and the ren dering of at least two productions per term. Either of the tw junior societies or the Bible society offer splendid opportunit to do this work.

BIBLE STUDY

One hour per week of Bible study and recitation is require of each student. A class for each grade of the Academy wi recite once each week. This is a splendid opportunity to get thorough insight into the structure and content of the Book.

PRESCRIBED SUBJECTS

The Academic course of study as outlined above is a regula commissioned high school course that prepares for colleg entrance. Sixteen units are required for graduation, a uni being one subject pursued throughout the year five hours week. Of these sixteen units the following thirteen should b taken by those who expect to enter college: English, fou units; Mathematics, three units; Foreign Language, two units History, two units, and Science, two units.

ELECTIVE AND SUBSTITUTES

The remaining units may be made up from the followin subjects: English, Latin, French, Bookkeeping, Agriculture Manual Training and Domestic Science.

For those who do not expect to enter college, some privilege may be given to substitute such courses as will more nearl meet the needs of the students. Two years mathematics, one year of history and one year of science will be accepted as sufficient. As a substitute for these the student can choose subjects for the above electives, with the exception that not more than two units' credit will be counted toward graduation in Manual Training, Domestic Science, or Bookkeeping, nor more than four units in any subject.

ENGLISH

The Academy Course in English embraces four years' work
f five hours per week.

1. **Grammar and Composition.** A review of the essentials
f English Grammar will prepare the student for more effec-
ve work in composition. The aim in composition is to create
ı the student the desire and ability to speak and write effec-
ively. Inasmuch as this ability can be acquired only by much
ractice, the work in composition will continue throughout the
our years of the Academy course. Subjects for theme work
ill be taken from the student's experience and from literature
tudied.

2. **Literature.** The aim in this course is to give the student
n intimate acquaintance with the great masterpieces of Eng-
ish and American Literature, and create in him a love and
ppreciation for the same. The selections studied will be
raded to suit the growing apprehension of the pupils. In addi-
ion to the class-room study, attractive books will be assigned
or outside reading, after which reports and discussions will be
nade with the teacher or in the class under the direction of the
eacher. During the Academic Course all of the work for col-
ege entrance requirements will be studied. Also a certain
mount of Biblical literature will be offered.

3. **History of Literature.** At least one term of the third
ear will be given to the study of the History of English Litera-
ure and one term of the fourth year will be given to study of
he History of American Literature. The causes and character
f great literary movements will be studied, together with the
iographies and representative extracts of the various authors.

4. **Literary Practice.** In the Literary Societies students
ave excellent opportunity to use in a practical way the mate-
ial gained and the strength developed in the class-room. This
vork is under the direction of the faculty committee on Liter-
ry Societies. Students enrolled in the regular academic course
will be required to take work in one of the Junior literary
ocieties, unless an excuse is secured from the faculty literary
ommittee.

LATIN

1. **Latin Elements and Introduction to Caesar.** Absolute
mastery of the different declensions, conjugations and con-
struction is the aim of the first year. Great care is used in
pronunciation and accent.

2. **Caesar, Books I-IV.** Selections from Nepos or Ov Study by maps and charts of Caesar's campaign. Studies the life of Caesar and Roman military art. The systematic stu of grammar is continued, with exercises in Prose Compositi

3. **Cicero.** Cataline Orations, Pro Archia and Manilian La Studies on the life of Cicero and the development of Rom oratory. Grammar and Prose Composition are continu throughout the year.

FRENCH

1. **Elements of French.** This is a first year's course and h as its aim the learning to reproduce French sounds accurate the acquiring of the fundamental principles of the elementa grammar, and the stimulating of an interest in the langua and the people by reading a part of the whole of one book French.

French Second Year. A complete and thorough review the essentials of French grammar and pronunciation. Consta drill in irregular verb forms. Reading of French literature.

HISTORY

The Academy Course in History embraces three years' wo of five hours per week. Text books will be used by the studen and note book, map-drawing, collateral reading, and class r ports on assigned topics will be required.

1. **Early European History.** This course traces the outlin of universal history from the earliest time to the close of th Middle Ages. The relation of environment to civilization an the chief political, religious, intellectual and industrial mov ments are emphasized. Thirty-six weeks.

2. **Modern European History.** This course traces Europea history from the Middle Ages to the present. The rise c democracy and industry are emphasized. Thirty-six weeks.

3. **United States History and Civics.** A general survey o the essential facts of American history will be based upon som leading text. A thorough study of the United States Constitu tion, its origin, influence in the national development will b emphasized. State and local government will be given atten tion. Thirty-six weeks.

MATHEMATICS

1. **Algebra.** A thorough course in arithmetic should preced work in algebra. Work in the academy course is intended t give such familiarity with the algebraic notation as to enabl

he student to use successfully the symbolical language in the nvestigation of higher mathematics. Fifty-four weeks.

2. **Geometry.** The "science of space" is rigorously presented ecause of its importance in the development of the reasoning owers. Careful attention will be given to the argumentation nd to illustrate the practical application many original problems will be given to be demonstrated. Each student is reuired to draw figures to present the problems. Fifty-four weeks.

3. **Commercial Arithmetic.** A very practical course in the orms and operations of modern business. This course is open nly for advanced students. Given in second semester of the Senior year.

SCIENCE

1. **Physics.** The student is made familiar with the general rinciples of physical science, especially the simpler principles nd phenomena which are constantly illustrated in daily life. A course of laboratory work is pursued in connection with the extbook. The experiments are performed by the students who nust keep an accurate notebook of all his work. Thirty-six weeks.

2. **Elements of Botany.** One year's work is given in this ourse. Its purpose is to acquaint the student with the form, tructure and function of plants as well as their adaptation to heir surroundings. Two days each week will be spent in laboratory work in which the ideas presented will be illustrated y the concrete. In the spring a special study of flowers will e made. Thirty-six weeks.

3. **Agriculture.** Two years' work is offered to Academic tudents. The aim is to give knowledge and practice in solving ntelligently the questions and problems that come to the practical farmer. Soils, horticulture, poultry raising, animal husbandry, farm crops, etc., are some of the topics of study. Laboratory experiments and practical observation accompany ll of this work. Two years offered.

First Year

Fall Term, Soils and Fertilizers; Winter Term, Farm Crops; Spring Term, Fruit and Vegetable Growing.

Second Year

Fall Term, Poultry Husbandry; Winter Term, Animal Husbandry and Dairy Husbandry; Spring Term, Feeds and Feeding.

4. **Home Economics.** Two years' credit may be taken in this department. The work will include a study of foods and textiles, cooking and sewing, and the practical work of serving meals, home sanitation, making of garments, etc.

5. **Industrial Arts.** One year's work in mechanical drawing, bench work, together with a study of tools and present industrial conditions. The work will be made practical, so that the boy or girl will be given skill in work about the home or farm.

6. **Commercial Geography.** This subject is taught for eighteen weeks in the Senior year. It is an interesting course for these days of commercial activity. The chief products of the world will be studied and the means and routes for exchanging these commodities.

School of Music

FACULTY

. W. Boyer, Acting Director	Voice
ertha Neff	Harmony and Piano
. F. Wampler	Voice and Chorus
abel Pence	Assistant in Voice
odena Minnich	Assistant in Piano
loyd Hoff	Violin
ana Garrett	Cornet

The interest in good music is growing. Its value is recogized not only by the cultured folk but all classes asknowledge t to be an essential factor in the home, the church and other rganizations.

There is a growing interest in music among college students. complete education cannot be claimed by any student until usic has been given its rightful place in his program.

VOICE CULTURE

The human voice is the most perfect of all instruments, but, o make it effective, cultivation is necessary. Without correct raining neither ease in singing nor rich tones can be produced. he aim of this department is to develop the voice, free from esistance, and thus make singing really a pleasure. Song direcors must needs have this training if the voice is to be preerved. Careful attention will be given to good diction, clear nunciation and articulation.

Since voices vary so much, no special outlined study can be iven but each individual voice will receive careful consideraion.

INSTRUMENTAL TRAINING

The study of the pianaforte must remain, in a sense, the most mportant part of a musical education. The singer would be reatly hindered and the composer and conductor would be elpless without it.

The fact that nearly every home has a piano, and they are ew who think the home complete without it, makes this training most essential. Having such training is recognized as having training in the finest of arts.

Arrangements have been made for those desiring training on tringed and wind instruments, to secure instruction.

HARMONY

Harmony is a study of music that reveals the construction of musical composition and unlocks the door to a finer sense of appreciation of music. Any one having studied harmony recognizes its importance to a musical education.

HISTORY

The study of music history brings the student in touch with music and its development. To accomplish this a study of general history and domestic life as having a bearing on music is carefully studied.

CHORUS

Each year a class in rudimental music study is organized continuing throughout the year. The class study shall consist of scales, keys, signatures, rhythm, time, note-reading and practice conducting. Introductory theory, ear training, sight singing. This course is of special value to choristers. This class is known as the ''B'' chorus.

Those enrolled in the director's course continue their study a second year, studying hymns, solos, quartets, hymn reading and a director's problems.

The advanced course, ''A'' chorus, studies thoroughly difficult choral selections, oratorios, etc. Several times a year this chorus will render programs.

GLEE CLUB

The Men's Glee Club gives splendid training and is one of the important features of college life. The Ladies' Glee Club fills a like place. Both clubs give programs in the college and to churches and high schools not too far distant.

QUARTETS

A college quartet will be selected from the best talent. Other quartets will be organized to give training for those fitted for such work.

DESCRIPTION OF COURSES

1. **Director's Course.** It is the desire of the music department to be of the greatest service to the church. Every year there are a number of students who desire training in song leading, for evangelistic and institute work, or as choristers of home congregations. This course is being offered for the benefit of such students. It is our desire that this course shall be beneficial to many, fitting them for a life of service in this work.

2. **Preparatory Courses.** This course, as the name indicates, serves as a preparation for the entrance to either of the two named courses below.

(a) **Voice.** A study of fundamental principles, correct breathing, vowel sounds, tone productions, voice placement and a study in vocalises.

(b) **Piano.** Elements of pianoforte playing, such as touch, rhythm study, scales, elementary harmony, ear training, etc.

3. **Certificate Courses.** This course offers training to students desiring a general knowledge of music art study.

(a) **Voice.** Continuation of breathing principles, resonance, flexibility, voice placement tone building, vocal studies, songs of easy compass and song interpretation.

(b) **Piano.** Further development of teaching, including major and minor scales, chords, arpeggios, etc. A study of the easier compositions of Bach, Haydn, Mozart, Beethoven, Mendelssohn and modern standard composers.

4. **Diploma Courses.** The graduate course prepares students to teach and also leads to higher study in the conservatory.

(a) **Voice.** Artistic phrasing and higher interpretation. Studies in expression and tone color, songs, recitations, arias from standard oratorios and operas.

(b) **Piano.** Students must have studied all major and minor scales, including scale motions. Chopin etudes, three part inventions and fugue by Bach, Sonatas from Beethoven and more advanced work of modern standard composers.

5. **Public School Music Course.** This course is arranged according to state requirements, in combination with the Domestic Science and Public School Art courses so a student desiring to teach more than the pubic school music may take either of the last two named courses.

OUTLINE OF COURSES

Director's Course

Ear Training and Sight Singing, 3 terms.
"B" Chorus, 2 hours, 6 terms.
"A" Chorus, 2 hours (second year) 3 terms.
Voice Culture, 2 lessons per week, 6 terms.
Harmony, 3 hours per week, (1st year), 2 terms.
History, 2 hours per week (2nd year), 3 terms.
Expression (see catalog) 6 terms.

The student will be expected to select at least thirty hours from the Bible School curriculum.

Voice Outlined—Preparatory Course

Voice, 2 lessons per week, 3 terms.
Expression, 3 terms.
"B" Chorus, 2 hours, 3 terms.
Piano, 1 lesson per week, 3 terms.

Certificate Course

Voice, 2 lessons per week, 6 terms.
Piano, 1 lesson per week, 6 terms.
History of Music, 2 hours, 3 terms.
Harmony, 3 hours, 4 terms.
"A" Chorus, 2 hours, 6 terms.
Expression (as outlined) see catalog, 3 terms.

Diploma Course

Voice, 2 lessons, 12 terms.
Counterpoint (3rd year) 3 terms.
Composition, 3 hours, 1 term.
"A" Chours, 2 hours.
Glee Club.

The certificate course shall be accredited in full to students taking the Diploma Course.

Piano Outlined—Preparatory Course

Piano, 2 lessons per week, 3 terms.
"B" Chorus, 2 hours, 3 terms.

Certificate Course

Piano, 2 lessons per week, 6 terms.
Harmony, 3 hours per week,, 4 terms.
History, 2 hours per week, 3 terms.

Diploma Course

Piano, 2 lessons per week, 12 terms.
Counterpoint (3rd year) 3 terms.
Composition, 3 hours, 1 term.

Students taking the Diploma Course may complete in two years after finishing the Certificate Course, or its equivalent.

Public School Music Course

Voice, 2 lessons per week, 6 terms.
Piano, 1 lesson per week, 3 terms.
Harmony, 3 hours per week, 4 terms.
History, 2 hours per week, 3 terms.
"B" Chorus, 2 hours per week, 3 terms.
"A" Chorus, 2 hours per week (2nd year) 3 terms.

Students taking this course will also select from the department of education such courses as are required for normal training. Courses from the Department of Art, Domestic Science of Manual Arts go well with this course.

RULES AND SPECIAL REGULATIONS

The Certificate and Diploma Courses require for graduation the High School Certificate or its equivalent.

No course can be completed sooner than specified because of natural ability.

A student entering, having had training equivalent to the Preparatory Course shall be accredited, beyond this a student must stand examination.

All vocal students are required to take one year of "B" Chorus. Those graduating from the Piano Department are required to take an equal amount.

Practice is placed on the same basis as class works and students are expected to be regular at assigned periods. Practice cards may be secured at the book store. A daily record of practice is kept. Term grades shall be determined on the basis of two-thirds practice and one-third recitation. No charges are made for chorus. Chorus and Glee Club practice must be attended regularly.

The maximum number for either Glee Club is sixteen.

One year of voice culture is required of students before they are admitted to either the Glee Clubs or Advanced Chorus. Students desiring membership in the Glee Clubs must be approved by the director.

If there is enough talent for more than two Glee Clubs more will be organized.

To be punctual at lessons is positively required.

Lessons missed for reasons other than sickness, unless previously arranged for, will not be made up.

Private monthly recitals will be given where all students shall have like opportunity for training. Failure to attend or take part will deduct from term grade.

Standard studies are used both in voice and piano.

Business Department

We are living in an age of intensive commercial activity. The bustle of business, with its various intricacies and perplexities, press upon all sides. Every vocation requires a knowledge of the fundamental principles of business transaction. A person who lacks a practical knowledge of certain every day business affairs must meet many hard knocks in the unfeeling school of experience. The aim of this department is to help you proficiently to think for yourself, and to meet the world in a business way.

COURSES

1. **One Year Business.** A practical course for practical people. A certificate of proficiency is awarded for this course.

2. **Stenographic Course.** Prepares students for offices, secretaryship and reporting. This course also prepares for Teachers' Course. Upon completion of this course a diploma is awarded.

3. **One Year Professional Course.** This course is especially arranged for those wishing to teach Commercial branches. This course is open to high school graduates or those of equivalent preparation. A diploma is awarded for this course.

BOOKKEEPING.

Bookkeeping is in itself an attractive and paying profession. Besides it fits the employe for business entrepreneurship as no other position in a firm does. It is one of those desirable positions in which the possibilities for advancement are practically unlimited. Also efficient bookkeeping teachers are in constant and increasing demand. We can fit you for either line that you wish to follow.

With the rise of our complex commercial system has come the imperative need on the part of every one, regardless of profession or trade, for an adequate knowledge of bookkeeping and accounting.

After a thorough drill in the theory of accounts the student acts as bookkeeper, making out all the various forms of commercial paper that is issued for other parties. The business papers for the proprietor come to the student from the pan of incoming vouchers, together with the statement of the nature of the transaction, just as they come to him from the proprietor in an actual business office. From these the entries are made in the books according to the latest and best methods employed by accountants. Transactions of almost every form and kind are introduced, from the simplest to the most complex. In addition to the regular routine of business, a sufficient number of supplementary exercises in journalizing, billing, discount making, business and financial statements, opening books, partnership settlements, etc., are given to afford a thorough drill in the most essential qualifications.

STENOGRAPHY

Perhaps no avenue of employment is so fascinating or remunerative as that of Stenography. So important has this subject become that it is now considered as indispensible to a business education and any young man or woman who neglect the opportunity of thoroughly mastering it will sooner or later find himself handicapped in his business career. It is furthermore a well recognized fact that no department of any business that a young man is able to enter places him in such a direct line for advancement as does a stenographic, a secretarial position.

There is no mystery about shorthand. Any young man or woman possessing a good English education, who has patience, perseverance and a determination to succeed, may become a competent stenographer.

SHORTHAND

The Gregg System of Shorthand is taught. Although of comparatively recent origin (1893) Gregg Shorthand is fast coming to be the most extensively used and uniformly successful system of the day. During the past twenty years, school after school has discarded its old system and adopted the Gregg method. It is unique in its simplicity, easy of execution and legibility. The many word-signs of the old Pitmanic System are eliminated. A few basic characters representing elementary sounds are first studied. These are combined to form words. Nothing has to be learned over, rules are few and exception to rules practically unknown. The characters used take the usual longhand slant, are not shaded and do not have to be drawn geometrically perfect towards the various points of the compass, a thing which eliminates useless wear of nervous energy to the stenographer. In learning the system the student does not waste valuable time in practicing backward strokes, shaded strokes no position of outline.

TYPEWRITING

If shorthand is a means, typewriting is the end; it is the finished product and is the thing of chief importance to the employer. Our typewriting department is equipped with the latest machines. We teach by the Touch Method, which has many advantages over the old method. Work in this department is not measured by time spent but by the work accomplished. The most up-to-date texts are used and each student progresses as fast as he individually is able.

DICTATION

After the student has completed his work in theory and the elements of shorthand, he is promoted to the advanced department, where he learns to take dictation and transcribe his notes on the machine. The longer and more difficult words encountered in any business are given special attention, their shorthand outlines being written by the student and carefully graded. Letters coming under these different lines of business are then dictated.

COMMERCIAL LAW

A knowledge of commercial law as it applies to business transactions is of utmost importance to the business man and forms a safeguard that every one should throw about himself. We aim to give our students such an understanding of the subjects as will enable them to act intelligently in their business transactions. Much useless litigation might be avoided if people had a clearer conception of their legal rights.

We have daily recitations in this important branch of study. Special attention is given to subjects of most vital importance such as Contracts, Negotiable Papers, Agency, Bailments, Sales of Personal Property, Real Estate and Conveyances, Corporations, Partnership, Business forms, etc.

COMMERCIAL GEOGRAPHY

A study of the origin of commerce, its growth and its present attainments is of utmost importance to the business man. He learns where the raw materials are produced and cost of production where they are converted and the nature of the demands satisfy. A history of the methods of transportation is given due consideration. The commercial products of the United States are given especial attention and the foreign countries are studied in relation to her.

BUSINESS CORRESPONDENCE

The ability to write a good business letter is a necessary qualification, owing to the fact that there is a constantly increasing amount of business transacted by mail. Special attention is given to the mechanical structure and arrangements of business letters, punctuation, and use of commercial expressions.

SALESMANSHIP

Salesmanship, as generally understood, means the art of selling goods, usually at a profit. In this course it is given a broader meaning and refers to the science of disposing of goods, services, or anything else of value. It is the base of business transactions. In view of the fact we aim to stimulate a certain degree of inspiration, enthusiasm and self-confidence within the student and thus make a practical application of the fundamental principles he has acquired.

ORTHOGRAPHY

Orthography is a subject of special importance. For this reason all business students will be required to take the subject, unless they pass a special exemption examination, one of which will be given at the beginning of each term. A grade of ninety per cent is required.

INDIVIDUAL INSTRUCTION

Each student receives the personal attention of the instructors in charge. The progress of any one is limited only by his own ability and understanding of the subject. Special attention is given to the beginner until some of the fundamental principles are sufficiently mastered to enable him to become self-reliant. After this is done the work of the teacher is chiefly to direct and explain the new features that may arise, requiring in every case that the work be done by the student himself. He thus learns early in the course to rely upon himself, a characteristic that is very much needed in the business world. No student is held back in his work because of the inability of others.

TIME REQUIRED

The time required to complete our courses is somewhat difficult to determine, as some students complete it in a much shorter time than others. It depends upon the previous educational preparation, past experience and knowledge of business affairs, the mental ability and the application of the student. While every effort is made to aid the progress of the student yet no one is allowed to carry more than he can successfully do. A few months longer or a few dollars more should not stand in the way of a preparation for life.

OUTLINE OF COURSES

Business Course—One Year

Fall Term	Winter Term	Spring Term
Bookkeeping (10)	Bookkeeping (10)	Bookkeeping (10)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Orthography and Mental Arithmetic (5)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Commercial Law (5)	Salesmanship (3)	Commercial Arithmetic (5)
Commercial Geography (5)	Commercial Arithmetic (5)	Penmanship (5)
Penmanship (5)	Penmanship (5)	Business Correspondence (3)

Stenographic Course—One Year

Fall Term	Winter Term	Spring Term
Shorthand (5)	Shorthand (5)	Shorthand (10)
Typewriting (10)	Typewriting (10)	Typewriting (10)
Grammar and Composition (5)	Grammar and Composition (5)	Grammar and Composition (5)
Orthography and Rapid Calculation	Orthography and Rapid Caluculation	Orthography
Commercial Law (5)	Salesmanship (5)	Mental Arithmetic
Penmanship (5)		Salesmanship (5)

Commercial Teachers' Course—One Year

Fall Term	Winter Term	Spring Term
Accounting (10)	Accounting (10)	Accounting (10)
Commercial Law (5)	Salesmanship (3)	Business Correspondence
Shorthand (5)	Shorthand (5)	Salesmanship (3)
Typewriting (5)	Typewriting (10)	Shorthand (5)
Orthography and Rapid Calculation (5)	Orthography and Rapid Calculation (5)	Psychology (5)
Penmanship (5)	Penmanship (5)	Penmanship
		Typewriting (5)

GENERAL INFORMATION

A high school course or its equivalent is prerequisite for graduation from the Commercial Teachers' Courses. High school students will find advantages to complete the last year of their high school course in Manchester College when they begin their business course inasmuch as a number of the subjects of the two courses are identical.

A diploma will be given upon the successful completion of each of the preceding courses. The degree, Bachelor of Accounts, will be given to those completing the Commercial Teachers' Course with no grade below 90.

Students who are not able to supply satisfactory credits for Commercial Geography and Commercial Arithmetic are required to take them in addition to the prescribed course. All commercial students are required to take the subject Orthography unless they pass a special exemption examination. A grade of ninety per cent is required. The figures following the subject in the above courses indicate the number of hours of recitation required in each subject per week. Students should not attempt too many subjects, as they will accomplish more by getting a few subjects thoroughly.

Students in Typewriting will be expected to take their work in the Typewriting room.

Commercial students will be required to take active part in the Commercial Club, which bears the relation to the Commercial work as the literary societies of the school.

We take special interest in aiding our students to secure positions. If there is anything you do not understand write us about it.

PEN ART

(Business Writing)

In order to be abreast of the times we must have that which is practical, progressive and up-to-date in Penmanship, as well as in other lines. Penmanship is within the reach of all, and a good business hand can be acquired by any one who is willing to spend a reasonable amount of time in systematic, intelligent practice. The advancement of the pupil is our aim. To accomplish the most in the least possible time is our endeavor, but we never lost sight of thoroughness. A well-written letter is in itself one of the best recommendations that can be furnished by an applicant for a position. The poor writing on the envelope causes many letters of application to find their way to the waste basket unopened. A plain, rapid, legible hand writing is indispensible in the commercial world. He who has the ability to write well is in possession of one of the best accomplishments and has many remunerative positions tendered him, where the untrained man has none. Skilled penmen are in demand, and always will be.

A certificate of proficiency granted by Zanerian College of Penmanship, Columbus, Ohio, may be secured by those whose penmanship comes up to the required standard.

Professional Penmanship

In addition to the business writing given in the regular Commercial and Academic courses, we are offering a course in professional penmanship, including: Methods of Teaching, Professional Business Writing, Ornamental Writing, Text Lettering and Roundhand.

This course is open to any one writing a good business hand and is particularly designed for bookkeepers and teachers of commercial subjects.

Aside from preparing the student to teach the subject of penmanship, he will be enabled to fill diplomas, write cards and do general engrossing. This kind of work is always expected of the commercial teacher and to be able to execute it well greatly increases his earning powers.

Expression

This department aims to give practical instruction in Oral Reading and help the student to interpret and appreciate literature, and help him to speak in public. The effort is made to correct the faults in everyday speech of the student as well as to prepare him for special occasions. Special care is taken to give personal instruction to each student. He who speaks clearly, pleasantly and quietly, is also learning to think calmly and deliberately.

A four year high school course or its equivalent is a prerequisite for this course.

FIRST YEAR

First Term. Oral English, 2 hours. Voice: phonetics, based upon works from Tennyson, Arnold and other classic writers; Development of Expression, Vol. I, 3 hours.

Second Term. Public speaking, 2 hours. Voice; phonetics; fundamentals continued, based upon the Bible and hymns. Development of Expression, Vol. I, 3 hours.

Physical Training, 5 hours.

Third Term. Public speaking, 2 hours. Development of Expression, Vol. II; Characterization and Bodily Expression; Story Telling, 3 hours.

SECOND YEAR

Literary interpretation based upon works from such authors as Kipling, Browning, Dickens, Lanier, Shakespeare, Lowell, Gibson, Tennyson, Longfellow, Masters, Ibsen, Elliott, etc.

Besides the above named study, there is included in the

First Term. Platform Reading, Voice, Development of Expression, Vol. II.

Second Term. Platform Reading; Voice; Development of Expression, Vol. III. Physical Training.

Third Term. Platform Reading; Development of Expression. Vol. III. Drama.

THIRD YEAR

This course will be given only upon special request and with a minimum enrollment of three members and a maximum of six. This work may be given privately.

SPECIAL COURSES IN PLATFORM READING

First Term. Prose; Dramatic, Tragic, Comic or Pathetic.

Second Term. An adequate adaptation of some book for an hour and a half's program. The presentation in recital of the same.

Third Term. Poetry. At least five hundred lines of choice poetry committed and prepared for presentation.

Manual Training

INDUSTRIAL ARTS

Course 1. Bench Work. Elementary. This course is primarily a beginner's course, consisting of a series of progressive exercises involving the use and care of tools. The first half term is devoted to the making of small pieces. If sufficient progress is made in that time the student may make larger pieces such as magazine racks, upholstered foot stools, etc. Several kinds of finishes will be taught including use of wax, the fuming of oak, shellac and varnish. All projects are made from blue prints or working drawings made by students.

Course 2. Table Construction. This course covers the choice of material, matching and glueing of joints, mortise and tenon joinery, assembling and finishing, of projects made. The student is given a choice of several designs of library and breakfast tables. All projects are made from drawings either furnished or made by the student.

Course 3. Base Construction. This course is given for those who wish to make wall cases, music cabinets, chafingdish stands or book cases. The study and construction of panel is given each problem. Glue joinery, finishing and design work are involved in the project.

Course 4. Normal Course. Exercises based on the State Course of Study of Indiana will be given in this course. Exercises in soft wood suitable for sixth, seventh and eighth grades will begin. Hardwood projects for high, elementary upholstering, fuming, waxing, French polishing and use of shellac paints and varnishes will be given in this course. Spring term, one hours a week.

Course 5. Mechanical Drawing. The use of tools and instruments, exercises in projections, lettering and conventions are given in this course. Particular attention is paid to the making of working drawings. Each student is required to draw and make tracings of assignments given. Blue prints from his tracing are made for use in the shop.

Department of Art

DESIGN OF THIS DEPARTMENT

1. To provide ample facilities for students who wish to make art their profession, either as teachers or artists.

2. To provide for those students who, while working regularly on some other course in the institution, wish to devote part of their time to art as a means of general development.

3. To aid is arousing and directing a love for the beautiful, whether in nature or in art.

The usual media are water colors, oil, charcoal, India ink, pencil, pastel and chalk.

Outlining, shading, coloring, and composition are taught in systemmatic order. Geometric forms, interiors, still life and figure drawing and landscape are made the chief objects of study.

The time required to complete the course depends on the aptness of the student and his disposition to apply himself. No one is held back by others. The work is individual to a great extent, and the student may work as rapidly as he desires.

Those who complete the Supervisor's Course will be granted a certificate. Those who complete the Two Years' Course will be granted a diploma.

PUBLIC SCHOOL ART

This course is adapted to those who desire to teach or supervise this work in the public schools. The increasing demands for teachers of art in the public schools should interest the student in this work.

1. **Drawing Course.** Outline and shadow, perspective, sketching from still life, life and landscape in pencil, charcoal, crayon, chalk, water color, blackwashes and ink. Working drawings. Study of Color Designing. Five hours per week, three terms.

2. **Handwork Course.** Papercutting, weaving, basketry, woodcutting, stenciling, claymoulding, etc. Four hours per week, three terms.

3. **History of Painting.** Two hours per week, Fall and Winter term.

4. **Observation in the Training School.** Spring term.

5 **One term painting.**

6. **Practice teaching in Training School.**

TWO YEARS' COURSE

First Year.

1. Freehand from still life in charcoal or pencil, water color, pens and ink, design, perspective, etc. Three hours per week, three terms.
2. Painting in oil, pastel or water colors from life, still life or copy. Three double periods per week, three terms.
3. Hand work, two double periods per week, three terms.
4. History of Painting—Two periods per week, Fall and Winter term.

Second Year.

1. Freehand drawing. five periods per week, three terms.
2. Cast drawing, two periods per week, Fall and Winter terms.
3. Design and Pictorial Composition, Illustration. Two periods per week, three terms.
4. Painting in oil. Three periods per week, three terms.
5. Original oil painting for graduation picture—left with the department.

CHINA PAINTING

This is a class separate from regular courses. Conventional designing and application to china.

EXHIBIT

The teacher reserves the right to withhold or recall any painting or piece of handwork for the spring exhibit, which takes place commencement week.

Summer School

The Summer School of Manchester College has become an important feature of the work of the institution. During the last ten years, since the Summer School began, hundreds of young people have come in touch with the college and have become friends of the institution because of the thorough work, pleasant environment and helpful associations. Most of these students have come for normal training; many have pursued their college studies, while others have enrolled for special work. The demand has become so imperative that it now seems necessary not only to continue the Summer School, but even to enlarge upon the work that has been given in previous years.

The teaching in the Summer School is done by the regular members of the faculty, assisted occasionally by outside help. The courses offered are those of the regular year and will be given full credit. The courses are arranged to accommodate the following classes of students:

1. Graduates of high schools who are preparing to teach the coming year, class ''A.''

2. Those who have completed class ''A'' and will take the second term, class ''B.''

3. Those who desire to pursue the course for class ''C.''

4. Those who desire to pursue the Normal English Course.

5. Teachers and prospective teachers from Ohio. The Summer Schools from 1914 to 1921 have been accredited by the Ohio State Superintendent. This assures full credit in Ohio to teachers who take their summer work here. The courses offered are adequate for their needs.

6. Teachers from other states who may desire normal or college work.

7. Those who desire work in Music, Drawing, Penmanship, Manual Training, Bookkeeping, Stenography, and Typewriting.

8. Those who desire to pursue their regular college course. While the courses vary some from year to year, yet the following outline gives about the usual course:

COURSES

1. **Professional.** Educational Psychology, Advance Psychology, History of Education, Methods, Observation and Practice Teaching, School Management, Principles of Teaching.

2. **College Courses.** Full college credit is given for professional courses. Besides these the program for 1919 included

College Algebra, Trigonometry, Analytics, English Literature, American Literature, Mediaeval History, American History, French, Sociology, Geology, Physiology, Agronomy, Biology and Manual Arts.

Classes may be formed as demands indicate they are needed.

3. **Training School.** Each year a training school is conducted on the college grounds. It is in charge of an expert critic teacher. Normal students may here observe the teaching and to practice teaching under the critic teacher's direction. The discussions with the young teachers are very helpful.

4. **Common School Subjects.** There will be classes in all the common school subjects that teachers need to be examined upon, and that they will need to teach.

5. **High School Subjects.** Some high school subjects will be given as the demands of students will determine.

6. **Vocational.** Agriculture, Manual Training, Cooking, Sewing and Domestic Art.

7. **Music and Art.** Pen Art, Drawing, Painting, Vocal Music and Piano.

8. **Business.** Penmanship, Bookkeeping, Stenography and Typewriting.

A later bulletin announcing the course for 1921 will be mailed to all who are interested.

Manchester College is admirably located and equipped for a Summer School. The large brick buildings are cool in the summer. The buildings are located amid oak trees that furnish an abundance of shade. The cool shade, the fountain, stone seats, flower beds and the grass lawn make the campus a scene of beauty and almost an ideal place for study. Then there is ample provision for outdoor exercises, on the croquet grounds, tennis courts, baseball grounds, and running track. The college is located in the quiet part of the beautiful little city of North Manchester, Indiana. It is free from dirt, noise, smoke and saloons that are found in larger cities. It is also free from many detracting influences that hinder school work in many places. And yet there are attractions near by for an occasional change. Two lakes are within five miles and can easily be reached. So can Winona Lake Assembly, where some of the best programs may be attended. In all it would he hard to find a school that furnishes a more delightful summer school home than Manchester College.

Physical Culture

The health of the student is given careful attention in Manchester College. It is considered that health is even more important than success in intellectual achievements. But the two are not opposed to each other. One of the greatest things conducive to the student's health is plenty of physical exercise. The college encourages this and urges strongly that students take one or more terms in the regular physical culture classes. Classes are formed each term for both young men and young women. They do not take this exercise together.

The regular class work is Calisthenic Drills, including Freehand exercises and practice with Indian clubs, dumbbells, parallel and horizontal bars, swinging rings and wrestling mats.

In the fall and spring outdoor exercises take the lead in good weather. The college campus is, indeed, inviting to those who delight in outdoor sports. Tennis clubs, baseball and track teams are organized. In bad weather and in the winter season the games are held in the gymnasium. Here basketball takes the lead. Frequent games are held between teams representing the different departments of the school. The interest aroused in these games is encouraging.

The athletic games and events are under the direction of a committee appointed from the faculty. The physical directors consult this committee on questions of games and contests. Great care is taken to guard the best moral interests of the students and of the institution. A few games of basketball and baseball are played with local and nearby teams.

Manchester College is fortunate in its present and prospective equipment for physical culture and athletics. The enlarged gymnasium provides a good basketball floor, plenty of good seats for spectators, a large physical culture classroom, swimming pools, showerbaths and dressing-room. The building and apparatus are being improved as fast as funds are available.

The Preparatory Department

PURPOSE

The purpose of this department is to make it possible for certain classes of students who cannot take the regular course in the Academy to secure training as they may need to prepare them for their chosen fields of work. The Academy must hold to certain set standards that students of this character cannot reach. These courses are open only to students of older years who cannot meet the requirements of the regular high school course.

STANDING

This course is not commissioned regularly, ,though i tis equivalent in amount of work done to that of the Academy. The good that the student receives, and the preparation that he gains for further work, must be the student's greatest reward.

Students who have done work in other schools may present certified statements of their work and receive credit on this course.

COURSES OF STUDY

Courses of study are open to the student in English Literature and Composition, Foreign Languages, History, Civics, Science, Bible, Bookkeeping, Stenography, Manual Training, Physical Culture.

The courses that a student may take will depend upon his previous preparation and his future plans. The principal will advise the student as to the course to select.

Special information will be given to any student who may ask for it.

REQUIREMENTS FOR GRADUATION

Those who have completed sixteen units of work will receive a certificate. A unit is one subject of five hours a week, or its equivalent, carried through a regular school year.

No student will receive a certificate who has not completed at least three years of English, two years of language, one year of mathematics, one of history, and one of science. One year of Biblical literature or of expression will be accepted for English.

Extension Work

It is the mission of this college to benefit the largest number possible, especially those of its constituency who help to support it financially. It is not possible for more than a small percentage to come to the college. In order to be of use to the greatest number possible the college must go to the people. This can be done in two ways: By correspondence course and by personal work in the field by members of the faculty and school.

COURSES

The college is not prepared to offer a large number of courses by correspondence, but attempts to meet the needs of urgent cases. This is only for those who cannot enter college or who expect to enter soon and desire to make up work at home. Outlines and directions will be furnished by the teacher in charge. The student will pursue the course under his direction and take the examination to secure credits.

Applications for courses should be made to the Dean of the College.

DOCTRINAL AND EVANGELISM

The college has secured the entire time of Elder J. W. Norris to devote his services to the churches in series of doctrinal and evangelistic discourses. His preaching is constructive and inspiring. He is not only a successful evangelist, but gives sound doctrinal teaching that is needed in many places.

MUSICAL INSTITUTES

The Music Department is prepared to hold short musical institutes, suggest leaders of song for series of meetings and furnish music for special occasions.

STUDENT ORGANIZATIONS

such as the Volunteer Mission Bands, Civic and Oratorical League, Glee Clubs and Quartettes, give special programs or assist in programs where they are called.

LECTURES AND SERMONS

Manchester College has a number of strong lecturers and preachers on the faculty. These can fill individual appointments, or furnish part or all of a community lecture course.

For information concerning the expense and arrangements for this extension work address the president of the college.

Expenses

All expenses are due and payable at the Treasurer's office one term in advance.

Term rates are made on the condition that payment be made cash in advance or within ten days.

	Per Term
Tuition, Liberal Arts College	$25.00
Tuition, Academy	20.00
Tuition, Business Department	22.00
Typewriter Rent	3.00
Piano or Voice, two lessons a week	20.00
History of Music, two lessons a week	5.00
Harmony of Music, three lessons a week, in class	10.00
Violin or Cornet, one lesson a week	10.00
Piano Rent, two periods a day	3.60
Painting in class, three double periods a week	15.00
Private lessons in Art, two a week	15.00
Board in dining hall	45.00
Furnished room in dormitories	18.00
Incidental Fee	5.00
Library Fee	2.00
Laundry Room Fee	2.00
Graduation Fee, Liberal Arts College	5.00
Graduation Fee, all other departments	3.00
Laboratory Fees—	
Manual Training	3.00
Cooking and Sewing	5.00
Chemistry, college courses	6.00
Other college sciences	3.00
Chemistry, academy course	4.00
Other Academy sciences	2.00

The college reserves the right to change the rates for room and board if advances in prices for fuel and food stuffs make it advisable.

An extra charge of $1.25 to $3.00 per term will be made for some of the most desirable rooms.

Students who are permitted to room alone will be charged $12.00 per term extra.

A fee of $1.00 per term will be charged for the use of the Sleeping Porch.

Students in Liberal Arts College who enrolls for less than twelve hours will be charged $2.00 an hour.

Students in music or art who pay as much as $20.00 per term will be allowed to take work in other departments by paying an additional tuition of one-half regular rates.

Tuition is free in the Bible Department, except for students enrolled in the College of Liberal Arts.

Young people who desire to secure a literary training for the express purpose of doing ministerial or missionary work, but cannot secure sufficient means to pay their way through school should apply for aid from the Ministerial and Missionary Fund.

Applicants for aid from this fund should make out a statement in writing of their financial circumstances, and the amount of aid needed, and present it to the President.

Reduced rates will be announced for the summer school.

Expenses for less than a term will be charged at week rates, which are twenty per cent higher than term rates.

Fractional weeks are counted as full weeks.

Students leaving on account of sickness will be charged at week rates and the balance will be refunded.

Those who leave for other causes will be charged at week rates, and receive a due bill for balance, provided satisfactory reasons are given for withdrawing.

No refund or due bill will be granted unless the student presents to the Treasurer's Office a statement signed by the President, certifying that the claim should be allowed.

ENTRANCE

Students should aim to reach the college the day before the opening of the term in order to make the necessary preparations to enter promptly upon their work.

Students coming from other schools must present letters of honorable dismissal.

Each student should present a certified statement of any work done in other schools.

Students are expected to go first to the president's office, make arrangements for enrollment and receive a matriculation card. This card is to be presented to the Treasurer for settlement of all college bills. After this card is signed by the Treasurer it is presented for the signature of the professors in the departments the student is entering, and returned to the president's office within five days. Until this order has been observed no student will be entitled to the full privileges of the college.

GENERAL INFORMATION FOR STUDENTS

1. Students are responsible for damage to furniture and buildings caused by them.

2. The use of profanity, playing cards, intoxicating beverages and cigarettes is positively forbidden. The use of tobacco in any form on the college grounds is probihited. Time will be given and all reasonable efforts will be made to get those addicted to tobacco to cease its use.

3. Students are not allowed to engage in sport or to congregate in each other's rooms during study hours, or after the ringing of the retiring bell.

4. Students must be prompt and regular in attendance upon their classes and at chapel. Those who can give good reason for their absence may receive an excuse at the office. Unexcused absence will count against a student's standing and grade.

5. Students are expected to be prompt at meals, to remain until the close of the meal, and retire promptly from the dining hall when dismissed.

6. Students are not allowed to arrange for socials, class parties, or gatherings of any kind without first obtaining permission from the president; and those outside the school who desire to arrange for such socials at their homes should first arrange with the president for the students to attend.

7. Since students are under the fostering care of the institution, attendance at places of amusement will be at the discretion of the Executive Board. Students are not to take part in programs given outside the school without securing the consent of the Executive Board.

8. Students whose conduct is a hindrance to the moral welfare and scholastic attainments of others cannot be allowed to remain in the school.

9. Anyone who through inapplication to study fails to make a passing grade in three subjects during a term may, at the discretion of the Executive Board, be asked to withdraw from the school.

10. Parents should inform the president of any peculiarities in temperment, habits or character of their children, that the faculty may better govern and improve them.

11. Students are expected to select their courses of study with care, and parents should in no case suggest a change in the student's program without first consulting the president.

12. Children should be sparingly supplied with spending money while at school. Children often spend money needlessly and foolishly. The actual expense of an education at Manchester College is low, compared with what it is in most schools. It is needless for children to spend a great amount of money. In some cases parents will do well to deposit spending money with the college treasurer, who will transact business for parents or guardians when requested to do so.

13. Parents or guardians are requested not to call students home before the close of any term. The best work should be done during the closing weeks of the term.

14. Parents and guardians should discourage excessive visiting of students to friends and relatives near the college, for this interferes with progress in their studies.

15. Parents and guardians of the students and all friends of the college are welcome to visit the institution. They should report to the President upon their arrival in order that provision may be made for their entertainment. Visitors are expected to conform to the regulations of the college.

16. Students should enter and register upon the opening day of each term.

17. Students not residents of North Manchester are required to room and board in the college building unless special permission is obtained to board elsewhere.

18. Students will furnish their own towels, and a pair of blankets for winter use.

19. Students should have ''College'' written on all letters and packages sent to them, to insure prompt delivery at the college postoffice.

20. Books and stationery may be obtained at the college bookstore. Students are advised to bring such textbooks as they may have on hand that may be needed for reference.

EXAMINATIONS

Two regular examinations, the mid-winter and the final, are held each term. Besides these, written tests and reviews are given at the option of any teacher at any time. The principal examinations are directed by the heads of each department. The term grade of the student is the average of his class grade together with the two principal examinations. Any student whose term grade in any subject falls below 75 per cent is required to take the subject a second time. A charge of fifty cents will be made for special examinations.

Graduates 1921

Degrees Conferred

A. M. DEGREE

Forney, Ruth	Jalalpor, India
Philips, George	Goshen, Indiana
Stinebaugh, W. C.	Camden, Indiana

B. S. DEGREE

Burke, Homer	Walkerton, Indiana

A. B. DEGREE

Baker, Mano	Brookville, Ohio
Beahm, Esther	Nokesville, Virginia
Beahm, Sara	Nokesville, Virginia
Blocher, Kathryn	Greenville, Ohio
Blocher, Ruth	Greenville, Ohio
Blough, J. Roy	Astoria, Illinois
Bolinger, Wilbur	Fruitland, Idaho
Bookwalter, Jesse	Trotwood, Ohio
Bowman, Edith	Huntington, Indiana
Bright, Lydia	Arcanum, Ohio
Brooks, Harlan J.	Clayton, Ohio
Conkling, Fred	Laketon, Indiana
Cripe, Floyd	North Manchester, Indiana
Deeter, Raymond	Pleasant Hill, Ohio
Dickey, Hazel	North Manchester, Indiana
Dunbar, Willard	Bowers, Indiana
Geyer, Thorold	Milford, Indiana
Groff, Forrest	North Manchester, Indiana
Gump, Margery	North Manchester, Indiana
Hoff, John Luke	Maywood, Illinois
Hoff, Lloyd M.	Wooster, Ohio
Hornish, Ina	Defiance, Ohio
Keller, Mabel	Fredericktown, Ohio
Lehman, Della	Mansfield, Ohio
Murray, D. R.	Dayton, Ohio
Ogden, Warner	Laketon, Indiana
Poppaw, Mary	New Madison, Ohio
Pulley, Harry	North Manchester, Indiana
Replogle, Fred	Rossville, Indiana
Scrogum, Arthur	Hart, Michigan

Shisler, Sara	Vernfield, Pennsylvania
Shull, Mrs. J. C.	Chicago, Illinois
Shull, Merlin	Girard, Illinois
Smith, Albert	Bradford, Ohio
Troxel, Kathryn	Wabash, Indiana
Ulrey, Fred	Goshen, Indiana
Ulrey, Russell	North Manchester, Indiana
Young, Otis	Vicksburg, Michigan
Young, U. R.	North Manchester, Indiana

ACADEMY

Albaugh, Clyde	Sidney, Ohio
Bagwell, Dorothy	North Manchester, Indiana
Banbury, Lucile	Danville, Ohio
Baptista, Alfonso	Mexico City
Beahm, Mary	Nokesville, Virginia
Bailey, Edna	Wauneta, Nebraska
Bowser, Ruth	Prescott, Michigan
Coblentz, Ruth	Peru, Indiana
Dickey, Grace	Laketon, Indiana
Delk, William	North Manchester, Indiana
Early, Bertha	Beaverton, Michigan
Eiler, Austin	Laketon, Indiana
Fish, Harold	Elkhart, Indiana
Garst, Naomi	Dayton, Ohio
Good, Ruth	Bellevue, Ohio
Grossnickle, Mary	North Manchester, Indiana
Harper, Clara	Ashland, Ohio
Heeter, Glea	North Manchester, Indiana
Hill, Mildred	Urbana, Ohio
Kintner, Galen	North Manchester, Indiana
Kreider, Howard	Custer, Michigan
Johnson, Marjorie	Lewisport, Kentucky
Landis, Harvey	Houston, Virginia
Mishler, Russell	Ellet, Ohio
Neff, Lucile	New Paris, Indiana
Noll, Robert	North Manchester, Indiana
Nicodemus, Pauline	North Manchester, Indiana
Priser, Kenton	North Manchester, Indiana
Weller, Russell	North Manchester, Indiana
Witter, Hazel	North Manchester, Indiana
Weaver, Roger	North Manchester, Indiana
Stutsman, Ralph	Goshen, Indiana
Schutz, Albert	Pandora, Ohio
Young, Everett	North Manchester, Indiana

Weller, Forrest	Silver Lake, Indiana
Huffman, Emma	Wenatchee, Washington
Humbert, Catherine	South Whitley, Indiana
Hummer, Nella	North Manchester, Indiana

PREPARATORY

Fields, Harry	North Manchester, Indiana
Petersine, F. H.	North Manchester, Indiana
Wine, N. B.	Dayton, Ohio

TWO YEAR NORMAL

Eby, Pearl	Fruitland, Idaho
McKee, Lucile	West Alexandria, Ohio
Young, Mabel	Mogadore, Ohio

ONE YEAR NORMAL

Avery, Jessie	West Alexandria, Ohio
Balsbaugh, Wilma	Deedsville, Indiana
Black, Clyde	New Carlisle, Ohio
Book, Gertrude	North Manchester, Indiana
Brower, Rhea	New Lebanon, Ohio
Couser, Friend	Waynesville, Ohio
Crawford, Mary	Arcanum, Ohio
Crumrine, Irene	Greenville, Ohio
Deeter, Pearl	Greenville, Ohio
Eidemiller, Thelma	Phoneton, Ohio
Filburn, Marie	Tippecanoe City, Ohio
Flory, Naomi	Union, Ohio
Gnagey, Miriam	West Milton, Ohio
Groff, Elizabeth	West Alexandria, Ohio
Guthrie, Morris	Lafayette, Ohio
Gwin, Georgia	Lucerne, Indiana
Miller, Cleo	Sidney, Indiana
Mishler, Florence	Ellet, Ohio
Mobley, Vern	Walton, Indiana
Otto, Russell	Akron, Ohio
Sherman, Ethel	Osborn, Ohio
Shillinger, Emma	Roann, Indiana
Snider, Mary	Lima, Ohio
Swank, Vera	Bellefontaine, Ohio
Swope, Marshall	Dayton, Ohio
Workman, Sarah	Danville, Ohio
Young, Ethel	North Manchester, Indiana
Young, Galen	Suffield, Ohio
Neff, Bernice	New Paris, Indiana

TWO YEARS' BIBLE COURSE

Cook, Mary	Nevada, Ohio
Hoover, Buryl	Hastings, Michigan
Sink, Robert	North Manchester, Indiana
Smeltzer, John	Noblesville, Indiana

HOME ECONOMICS

Burrous, Mae	Lincoln, Indiana
Butterbaugh, Dorothy	North Manchester, Indiana
Denlinger, Alma	Trotwood, Ohio
Driver, Blanche	North Manchester, Indiana
Gump, Margery	North Manchester, Indiana
Gump, Pauline	New Carlisle, Ohio
Helser, Dessie	Thornville, Ohio
Judy, Vivian	Francesville, Indiana
Wolf, Madeline	North Manchester, Indiana
Workman, Mabel	North Manchester, Indiana

MUSIC

Beahm, Sara (Four years Piano)	Nokesville, Virginia
Geyer, Thorold (Four years Piano)	Milford, Indiana
Driver, Blanche (Four years Voice)	North Manchester, Ind.
Swope, Lana (Directors Course)	Dayton, Ohio
Weaver, Emma (Two years Piano, Two Years Voice)	North Manchester, Indiana
Moyer, Harrison (One year Public School Music)	Dayton, Ohio

EXPRESSION

Beahm, Esther	Nokesville, Virginia
Bright, Lydia	Arcanum, Ohio
Burke, Eldon	Walkerton, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Keller, Mabel	Fredericktown, Ohio
Shisler, Sara	Vernfield, Pennsylvania
Weller, Russell	North Manchester, Indiana

COMMERCIAL

Garver, Ruth	Poland, Ohio
Holloway, Thelma	South Whitley, Indiana
Marlatt, Mildred	Hagerstown, Indiana
McKimmy, Ruth	Beaverton, Michigan
Miller, Henrietta	Nokesville, Virginia
Slater, Irene	Flat Rock, Ohio
Workman, Quincy	Danville, Ohio

Catalogue of Students

LIBERAL ARTS

Adams, Ruth	North Manchester, Indiana
Adams, R. A.	North Manchester, Indiana
Adams, Waldo	Claypool, Indiana
Alber, Calvin	Lucerne, Indiana
Alber, Junaita	Lucerne, Indiana
Alspack, Catherine	Denver, Indiana
Angel, Irene	Cromwell, Indiana
Amiss, Nellie	Huntington, Indiana
Arnold, Leona	Greenville, Ohio
Arnold, Levi	New Paris, Indiana
Avery, Jesse	West Alexandria, Ohio
Baer, Ivel	Leesburg, Indiana
Bailey, Tess	Keystone, Indiana
Bagwell, C. E.	North Manchester, Indiana
Bagwell, Olive	North Manchester, Indiana
Bagwell, Russell	North Manchester, Indiana
Baker, Adah	Greenville, Ohio
Baker, Mano	Brookville, Ohio
Balsbaugh, Wilma	Deedsville, Indiana
Barnhart, Vera	North Manchester, Indiana
Beachley, Louise	North Manchester, Indiana
Beahm, Esther	Nokesville, Indiana
Beahm, Sarah	Nokesville, Virginia
Beck, Olive	Dayton, Ohio
Beckner, Eva	Flora, Indiana
Beers, Lowell	North Manchester, Indiana
Beery, Zelma	West Alexandria, Ohio
Biggerstaff, Mary	Wabash, Indiana
Binkerd, Mary	Wabash, Indiana
Bittle, William	Manistee, Michigan
Black, Clyde	New Carlisle, Ohio
Blickenstaff, Lloyd	North Manchester, Indiana
Blocher, Ruth	Greenville, Ohio
Blocher, Kathryn	Greenville, Ohio
Blough, J. Roy	Astoria, Illinois
Bollinger, Amsey	Fruitland, Idaho
Bollinger, Russell	New Paris, Indiana
Bollinger, Wilbur	Fruitland, Idaho
Bollinger, Edna	South Whitley, Indiana
Bonewitz, Beatrice	North Manchester, Indiana
Bonewitz, Marion	North Manchester, Indiana

Book, Gertrude	North Manchester, Indiana
Bookwalter, Jesse	Trotwood, Ohio
Boone, Clara	North Manchester, Indiana
Bowman, Miriam	Wabash, Indiana
Boyd, Mary	North Manchester, Indiana
Boyer, Charles	North Manchester, Indiana
Brane, Ferol	Lafontaine, Indiana
Bridge, Inez	Monticello, Indiana
Bright, J. D.	Arcanum, Ohio
Bright, Lydia	Arcanum, Ohio
Brinson, Merrill	Gaston, Indiana
Brooks, Granville	Clayton, Ohio
Brooks, Harlan	Clayton, Ohio
Boyer, Ralph	North Manchester, Indiana
Brower, Edna	Kitchel, Indiana
Brower, Rhea	New Lebanon, Ohio
Brumbaugh, Emerson	Union, Ohio
Brumbaugh, Hazel	Union, Ohio
Brumbaugh, Lois	Bradford, Ohio
Bunker, Ladoska	North Manchester, Indiana
Burke, Eldon	Walkerton, Indiana
Burrous, Mae	Lincoln, Indiana
Butterbaugh, Dorothy	North Manchester, Indiana
Cassel, Virgil	Bradford, Ohio
Cattin, Lucile	Wabash, Indiana
Chambers, Harold	Grand Rapids, Michigan
Clark, Orpha	North Manchester, Indiana
Conrad, Durad	North Manchester, Indiana
Cordier, Andrew	Hartville, Ohio
Couser, Friend	Waynesvile, Ohio
Coy, Everett	Tippecanoe City, Ohio
Crawford, Mary	Arcanum, Ohio
Cripe, Floyd	North Manchester, Indiana
Crowell, J. D.	North Manchester, Indiana
Crumrine, Irene	Greenville, Ohio
Deardorff, Noble	Rock Lake, North Dakota
Deeter, Pearl	Greenville, Ohio
Deeter, Raymond	Pleasant Hill, Ohio
DeHoff, Mary	Greenville, Ohio
DeLancy, Cecil	North Manchester, Indiana
DeLancy, Rose	North Manchester, Indiana
Denlinger, Alma	Dayton, Ohio
Denlinger, Arden	Trotwood, Ohio
DeVilbiss, Opal	Trotwood, Ohio
Dickey, Hazel	North Manchester, Indiana
Dilling, Olive	Hagerstown, Indiana

Dillman, Myrtle	North Manchester, Indiana
Dolby, Bertha	Wabash, Indiana
Driver, Blanche	North Manchester, Indiana
Dunbar, Willard P.	Bowers, Indiana
Dungan, Garnet	Markle, Indiana
Dunning, Ada	Wenatchee, Washington
Earl, John	Roann, Indiana
Earl, Homer	North Manchester, Indiana
Eby, Pearl	Fruitland, Idaho
Eidemillller, Thelma	Phoneton, Ohio
Fairburn, Vernon	Indianapolis, Indiana
Filburn, Marie	Tippecanoe City, Ohio
Flory, Bessie	Defiance, Ohio
Flory, Charles	Nokesville, Virginia
Flory, Naomi	Union, Ohio
Forney, Kathryn	Jalalpor, India
Forney, Ruth	Jalalpor, India
Foust, P. A.	Peru, Indiana
Fouts, LaVohm	North Manchester, Indiana
Freed, Irene	Williamstown, Ohio
Friend, Herman	Litchfield, Ohio
Funderburg, Mabel	Tippecanoe City, Ohio
Garber, Charles	Markle, Indiana
Garrett, Danna	Muncie, Indiana
Garst, John	Dayton, Ohio
Geiger, C. Harve	Warsaw, Indiana
George, Lester	Dayton, Ohio
Geyer, Dorothy	Milford, Indiana
Geyer, Thorold	Milford, Indiana
Gilmer, Clarence	South Whitley, Indiana
Glunt, Iva	North Manchester, Indiana
Gnagey, Miriam	West Milton, Ohio
Good, John	New Lebanon, Ohio
Gorham, Erba	Sunfield, Michigan
Goshorn, Marie	Ladoga, Indiana
Groff, Elizabeth	West Alexandria, Ohio
Groff, Forrest	North Manchester, Indiana
Grossnickle, Harold	North Manchester, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Gump, Faith	North Manchester, Indiana
Gump, Margery	North Manchester, Indiana
Gump, Pauline	New Carlisle, Ohio
Guthrie, Morris	Lafayette, Ohio
Gwinn, Ethel	Rossville, Ohio
Gwinn, Georgia	Roann, Indiana
Hall, Veldia	Westville, Indiana

Harding, Carrie	North Manchester, Indiana
Haupert, Helen	Urbana, Indiana
Hawbaker, Merlin	North Manchester, Indiana
Hawkins, Esther	Mooreland, Indiana
Heestand, Warren	Nappanee, Indiana
Heeter, Ira	Roann, Indiana
Heim, Pleasant	North Liberty, Indiana
Helser, Dessie	Thornville, Ohio
Hershberger, Ina	Somerset, Indiana
Hess, Zella	Goshen, Indiana
Hiller, Cletus	Kenmore, Ohio
Hippensteel, E. Jay	North Manchester, Indiana
Hoff, Amos	Maywood, Illinois
Hoff, Eva	Egeland, North Dakota
Hoff, John L.	Maywood, Illinois
Hoff, Lloyd	Wooster, Ohio
Hollenberg, Grace	Gleichen, Alberta, Canada
Hollenberg, John	Gleichen, Alberta, Canada
Hollowell, Laverne	Andrews, Indiana
Hoover, Buryl	Hastings, Michigan
Hornaday, Nila	North Manchester, Indiana
Hornish, Ina	Defiance, Ohio
Hostetler, Galen	Payette, Idaho
Hostetler, Harvey	Payette, Idaho
Hott, Bessie	Holmesville, Ohio
Howe, Robert	North Manchester, Indiana
Huffman, Ira	Gettysburg, Ohio
Ikenberry, Marie	North Manchester, Indiana
Ingle, Vera	Fostoria, Ohio
Iffert, Anna	Nappanee, Indiana
Jackson, Eldon	South Bend, Indiana
Jeffrey, Ura	Urbana, Indiana
Jenks, Ralph	Francesville, Indiana
Jinks, Harry	North Manchester, Indiana
Jones, Ralph	Bourbon, Indiana
Jordan, Mary	Bippus, Indiana
Judy, Vivian	Francesville, Indiana
Karns, Loren	North Manchester, Indiana
Karns, Roy	Dayton, Ohio
Keener, Rachel	Greenville, Ohio
Keesling, Roscoe	Cadiz, Indiana
Keim, Silas	Nampa, Idaho
Keller, Eldon	Fredericktown, Ohio
Keller, Mabel	Fredericktown, Ohio
Kesler, Ivah	Quinter, Kansas
Kindy, Mrs. Ivan	North Manchester, Indiana

Kindy, Ivan	North Manchester, Indiana
Kindy, Merl	Huntington, Indiana
Kinsley, Ralph	Middlebranch, Ohio
Kreider, Flo	South Whitley, Indiana
Kurtz, Bertha	Lake, Ohio
Kurtz, Ralph	Ellet, Ohio
Landis, Cena	West Milton, Ohio
Laudig, Grace	Pendleton, Indiana
Leaman, Mary	Creston, Ohio
Lefforge, Merrill	North Manchester, Indiana
Lehman, Alice	Dixon, Illinois
Lehman, Della	Mansfield, Ohio
Lehman, Galen	Custer, Michigan
Lehmer, Silas	Los Angeles, California
Leslie, Claude	Sidney, Indiana
Lewallen, Harry	North Webster, Indiana
Longanecker, Paul	Indianapolis, Indiana
Long, Leon	Andrews, Indiana
Lower, Stewart	North Manchester, Indiana
Lutz, Laveta	Syracuse, Indiana
Marburger, Walter	Monticello, Indiana
Marks, Elmer	Pioneer, Ohio
Martin, Fern	New Paris, Indiana
Master, Pearl	New Paris, Indiana
McKee, Lucile	West Alexandria, Ohio
Miller, Cleo	Sidney, Indiana
Miller, Edith	North Manchester, Indiana
Miller, Elsie	North Manchester, Indiana
Miller, Georgia	Laketon, Indiana
Miller, Howard	Nappanee, Indiana
Miller, Ralph K.	North Manchester, Indiana
Miller, Ward Russell	Tippecanoe City, Ohio
Mote, A. O.	North Manchester, Indiana
Mote, Mrs. A. O.	North Manchester, Indiana
Murray, D. R.	Dayton, Ohio
Murray, Lola	Dayton, Ohio
Napier, J. Wm.	Climax, Georgia
Neff, Bernice	New Paris, Indiana
Neff, George	Goshen, Indiana
Neff, Noble	Milford, Indiana
Neher, Elsie Mae	Tippecanoe City, Ohio
Neher, Catherine	North Manchester, Indiana
Nicodemus, R. H.	North Manchester, Indiana
Noffsinger, Susie	Dayton, Ohio
Norman, John R.	Macy, Indiana
Norris, Paul	North Manchester, Indiana

Norris, Forbes	Pendleton, Indiana
Odgen, Warner	Laketon, Indiana
Otto, Russell	Akron, Ohio
Paul, Nelson	New Paris, Indiana
Paulus, Goldie	North Manchester, Indiana
Penrod, Dewey	Laketon, Indiana
Penrod, Walter	Laketon, Indiana
Petersime, F. H.	North Manchester, Indiana
Petersime, Mrs. F. H.	North Manchester, Indiana
Peters, Vera	New Paris, Indiana
Pettigrew, Pauline	Fortville, Indiana
Pletcher, William	Goshen, Indiana
Poppaw, Mary	New Madison, Ohio
Powell, Ellis	Macy, Indiana
Pulley, Harry	North Manchester, Indiana
Puterbaugh, Miriam	Union, Ohio
Reahard, Dan	Laketon, Indiana
Reed, Glen	Constantine, Mich.
Replogle, Fred	Rossville, Indiana
Rinehart, J. Clifford	Union, Ohio
Rinehart, Elizabeth	Cutler, Indiana
Rinehart, Nellie	Cutler, Indiana
Rittenhouse, Miriam	Liberty Mills, Indiana
Robertson, Alwilda	North Liberty, Indiana
Roop, Lavina	Chicago, Illinois
Rowles, Virgie	Pulaski, Indiana
Royer, Cecile	North Manchester, Indiana
Royer, Hubert	Bellefontaine, Ohio
Royer, Quinter	Louisville, Ohio
Royer, Ralph	Arcanum, Ohio
Scrogum, Arthur	Hart, Michigan
Sellers, Arthur	Shipshewanna, Indiana
Senger, Leah	Astoria, Illinois
Senseman, Gladys	Pleasant Hill, Ohio
Shaffer, Ira	Francesville, Indiana
Shank, Edith	Wabash, Indiana
Sherman, Ethel	Osborne, Ohio
Shillinger, Emma	Roann, Indiana
Shisler, Sarah	Vernfield, Pennsylvania
Shively, Arthur	Egeland,, North Dakota
Shively, Lura Ruth	Etna Green, Indiana
Shively, Walter	Plymouth, Indiana
Shoemaker, Bertha	North Manchester, Indiana
Shoemaker, Forrest	Hartville, Ohio
Shoemaker, Maurice	North Manchester, Indiana
Shriver, Ruth	New Philadelphia, Ohio

Shull, Clara	Chicago, Illinois
Shull, Jesse	Chicago, Illinois
Shull, Merlin	Girard, Illinois
Shull, Russell	Girard, Illinois
Signs, Fred	North Manchester, Indiana
Smith, Albert	North Manchester, Indiana
Smith, Eugene	North Manchester, Indiana
Smith, Mervel	North Manchester, Indiana
Smith, Verona	North Manchester, Indiana
Snider, Mary	Lima, Ohio
Sonafrank, Floyd	Bunker Hill, Indiana
Speicher, J. Lewis	North Manchester, Indiana
Stage, Pauline	Leesburg, Indiana
Stage, Wilodean	Leesburg, Indiana
Stebbins, Carl	Dayton, Ohio
Stebbins, Catherine	Dayton, Ohio
Stebbins, Frank	Dayton, Ohio
Stebbins, Roy	Dayton, Ohio
Stoner, John E.	Ladoga, Indiana
Stoner, Paul	Ladoga, Indiana
Stinebaugh, Virgil	North Manchester, Indiana
Stinebaugh, Mrs. Virgil	North Manchester, Indiana
Strauss, Charles	Greentown, Indiana
Swank, Mildred	Huntington, Indiana
Swank, Vera	Bellefontaine, Ohio
Swope, C. Marshall	Dayton, Ohio
Teeter, Forrest	Tippecanoe City, Ohio
Troxel, Kathryn	Wabash, Indiana
Tombaugh, Harold	Roann, Indiana
Tombaugh, Ruth	Roann, Indiana
Tinkel, Arthur	Wabash, Indiana
Ulrey, Fred	Goshen, Indiana
Ulrey, Russell	North Manchester, Indiana
Ulrey, Loraine	North Manchester, Indiana
Ulrich, Jesse	Hagerstown, Indiana
Updike, Paul	Warren, Indiana
Vose, Ruth	Ithaca, New York
Wagoner, Homer	Greenville, Ohio
Wampler, B. F.	North Manchester, Indiana
Wells, John	Camden, Indiana
Wenger, S. B.	North Manchester, Indiana
Wenger, Mrs. S. B.	North Manchester, Indiana
White, Roy J.	Citronville, Alabama
Whitehead, Glen	Warsaw, Indiana
Whitehead, Viola	Warsaw, Indiana
Wine, N. B.	Dayton, Ohio

Wine, Roscoe	Oak Park, Illinois
Winger, Oscar	Muncie, Indiana
Wise, Cora	South Bend, Indiana
Wolfe, Ernestine	North Manchester, Indiana
Wolfe, Madeline	North Manchester, Indiana
Wolf, Herma	Rochester, Indiana
Wolfe, Rolland	Hartville, Ohio
Woods, George	Ashland, Ohio
Workman, Mabel	Notrh Manchester, Indiana
Workman, Sarah	Danville, Ohio
Wright, Opal	North Manchester, Indiana
Wright, Rena	Rochester, Indiana
Yaney, Edith	Decatur, Indiana
Young, Helen	North Manchester, Indiana
Young, Ethel	North Manchester, Indiana
Young, Galen	Suffield, Ohio
Young, Mabel	Mogadore, Ohio
Young, Mary	Lafontaine, Indiana
Young, Otis	Vicksburg, Michigan
Younker, Frank	Creston, Ohio
Zumbaugh, Albertus	North Manchester, Indiana
Zimmerman, Ethel	New Carlisle, Ohio

Total, 341.

EDUCATIONAL DEPARTMENT

Abbott, Hester	North Manchester, Indiana
Anderson, Helen	Syracuse, Indiana
Anderson, Mae	Twelve Mile, Indiana
Aughinbaugh, Ruth	Mentone, Indiana
Bailey, Zora	Huntington, Indiana
Baker, Jessie	North Manchester, Indiana
Ball, Freda	North Manchester, Indiana
Bardsley, Waldo	Warren, Indiana
Bardsley, Walter	Warren, Indiana
Bassitt, Edythe	Lima, Ohio
Beaucha, Edith	Larwill, Indiana
Beaver, Esther	Andrews, Indiana
Beard, Vernon	South Whitley, Indiana
Bechtold, May	Urbana, Indiana
Beigh, Wilma	Sidney, Indiana
Bell, Rachel	Twelve Mile, Indiana
Bennett, Earline	Warren, Indiana
Bitner, Harriet	Bippus, Indiana
Bloom, Roxie	Sidney, Indiana
Blue, Mary	Marion, Indiana

Bollinger, Harry	Columbia City, Indiana
Bonebrake, Faye	South Whitley, Indiana
Bottoroff, Glen	Plymouth, Indiana
Bowers, Cleo	Elkhart, Indiana
Brown, Perry	Claypool, Indiana
Brown, Mina	Claypool, Indiana
Browning, Opal	Muncie, Indiana
Brubaker, Genevieve	North Manchester, Indiana
Brubaker, Hazel	Huntington, Indiana
Burton, Effie	Kewanna, Indiana
Byerly, Eva	Fostoria, Ohio
Carey, Vera	Rochester, Indiana
Carper, Marjorie	Howe, Indiana
Cattin, Lucile	Wabash, Indiana
Chambers, Ruth	Marion, Indiana
Clawson, Gerald	Delphi, Indiana
Clark, Gladys	Peru, Indiana
Cline, Thelma	Peru, Indiana
Coblentz, Gladys	North Manchester, Indiana
Cochram, Marjorie	Burnetts Creek, Indiana
Coning, Delbert	North Manchester, Indiana
Coon, Mary	Lafontaine, Indiana
Coulter, Kate	Chili, Indiana
Cress, Clourse May	Galveston, Indiana
Cripe, Helen	Radnor, Indiana
Day, Essie	Macy, Indiana
Davis, Eva	Urbana, Indiana
Deck, Gordon	Roann, Indiana
Dilling, Edith	Huntington, Indiana
Dilling, Herbert	Huntington, Indiana
Disinger, Mary	Delphi, Indiana
Early, Amy	North Liberty, Indiana
Ebbinghaus, Harold	North Manchester, Indiana
Eiler, Emmet	Laketon, Indiana
Erb, Joseph	Delphi, Indiana
Evans, Esther	Walton, Indiana
Eviston, Rosa	Lafontaine, Indiana
Ewing, Nora Allen	Wabash, Indiana
Fenters, Miriam	Macy, Indiana
Ferry, Hope	Lima, Ohio
Fetters, Thelma	Loren, Indiana
Flaugher, Lena	Huntington, Indiana
Flook, Helen	North Manchester, Indiana
Foushee, Lael	Laketon, Indiana
Fouts, Ethel	North Manchester, Indiana
Frame, Grace	Lafontaine, Indiana

Frantz, Elsie	Wabash, Indiana
Frushour, Vera	Urbana, Indiana
Gandy, Cynthia	Markle, Indiana
Gantz, Hazel	Syracuse, Indiana
Garman, Louise	Claypool, Indiana
Garman, Ruby	Claypool, Indiana
Garrison, Martha	North Manchester, Indiana
Gillam, Vern	Radnor, Indiana
Glass, Floyd	Wabash, Indiana
Glass, Walter	Wabash, Indiana
Goble, Helen	Huntington, Indiana
Gray, Treva	Chili, Indiana
Griffiths, Ruth	Andrews, Indiana
Griffiths, Eva	Andrews, Indiana
Halfick, Leota	Markle, Indiana
Harness, Bessie	Galveston, Indiana
Harp, Chlorus	Sidney, Indiana
Harper, Florence	Ashland, Ohio
Hartzler, Naomi	West Liberty, Ohio
Hartzler, Nettie	Deedsville, Indiana
Hay, Norman	Denver, Indiana
Heiny, Amy	Noblesville, Indiana
Heiny, Edna	Noblesville, Indiana
Hepner, Olive	Clayton, Ohio
Henderickson, Nellie	Kewanna, Indiana
Herzog, Margaret	Marion, Indiana
Hoard, Sara	South Whitley, Indiana
Hollowell, Dessie	Andrews, Indiana
Holsopple, Emma	Arcanum, Ohio
Hostetler, Josephine	Huntington, Indiana
Hubbard, Faye	Wabash, Indiana
Hubbard, H. Louise	Wabash, Indiana
Hull, Dorothy	South Whitley, Indiana
Humke, Nellie	North Manchester, Indiana
Ingalls, Mrs. Winifred	North Manchester, Indiana
Jackson, Blanche	North Liberty, Indiana
Jackson, Velma	Bippus, Indiana
Jennings, Crystal	Markle, Indiana
Jones, Hazel	Denver, Indiana
Joseph, Hattie	Lima, Ohio
Justice, Ethel	Atlanta, Indiana
Keel, Mary	Larwill, Indiana
Keim, Garnet	Deedsville, Indiana
Keim, Pearl	Claypool, Indiana
Ketchum, Carl	Tyner, Indiana
Kindy, Lester	Middlebury, Indiana

Kindig, Harold	Macy, Indiana
Kistler, Emma	Larwill, Indiana
Knight, Ernest	Warren, Indiana
Knoop, Vera	Claypool, Indiana
Kotterman, Vivian	Deedsville, Indiana
Kraning, Robert	Peru, Indiana
Kreamer, Mary	Laketon, Indiana
Kline, Pearl	Decatur, Indiana
Leach, Alta	Cugahoga Falls, Ohio
Leckrone, Ivan	Brethren, Michigan
Leedy, Sylvia	Deedsville, Indiana
Leer, Leta	Middlebury, Indiana
Lentz, Ethel	Dayton, Ohio
Leslie, Orpha	Flora, Indiana
Lester, Zoe Anna	North Manchester, Indiana
Little, Mrs. Luella	Laketon, Indiana
Lippold, Edward	Loree, Indiana
Lillard, Georgia	Marion, Indiana
Line, Lois	Markle, Indiana
Long, Carrie	Macy, Indiana
Long, Florence	Macy, Indiana
Loveland, Clarence	Delphi, Indiana
Luther, Ruth	Huntington, Indiana
Marvel, Edna	Bourbon, Indiana
Marvel, Helen	Bourbon, Indiana
Mast, Bessie	Bunker Hill, Indiana
Maugans, Russell	Peru, Indiana
McIlrath, Mae	Andrews, Indiana
McFann, Lucille	South Bend, Indiana
Metzger, Ruth	Claypool, Indiana
Metzger, Zola	Claypool, Indiana
Michael, Juanita	Markle, Indiana
Michael, Merle	Monticello, Indiana
Miller, Ralph	Wabash, Indiana
Michael, Russell	Sidney, Indiana
Miller, Dennis	Rochester, Indiana
Miller, Theodore	Nappanee, Indiana
Miller, Neva	Liberty Mills, Indiana
Mourer, Grace	Idaville, Indiana
Moyer, Esther	Columbia City, Indiana
Mughmaw, Ethel	Peru, Indiana
Myers, Ralph	Warren, Indiana
Myers, Basel	Yeoman, Indiana
Odgen, Mark	Laketon, Indiana
Ohmart, Kathryn	Laketon, Indiana
Overholser, J. Daisy	North Manchester, Indiana

Oyler, Francis	Wabash, Indiana
Patton, Mabel	Chillicothe, Ohio
Palmer, Mary	Macy, Indiana
Pearson, Ruth	Lafontaine, Indiana
Peffer, Hazel	Albion, Indiana
Pfeiffer, Darle	Plymouth, Indiana
Pfeiffer, Olive	Plymouth, Indiana
Phillips, Cleo	North Manchester, Indiana
Piper, Dorothy	Plymouth, Indiana
Poorman, Etta	Markle, Indiana
Pownall, Mildred	Grass Creek, Indiana
Pretorius, Florence	Urbana, Indiana
Pugh, Claude	Francessville, Indiana
Purdy, Josephine	Wabash, Indiana
Raber, Deo	Deedsville, Indiana
Rannels, Wallace	Deedsville, Indiana
Raymer, Mabelle	Deedsville, Indiana
Rennacker, Marie	Lafontaine, Indiana
Rodabaugh, Oren	Chili, Indiana
Roe, Gladys	Markle, Indiana
Roeder, Edith	Lima, Ohio
Rohrer, Mabel	Argos, Indiana
Roskuski, Esther	Flora, Indiana
Ross, Eugene	North Manchester, Indiana
Ross, Eva Pearl	Danville, Ohio
Rummel, Lloyd	Nappanee, Indiana
Sausaman, Carrie	North Manchester, Indiana
Savage, Scott	Macy, Indiana
Schlemmer, Mildred	Wabash, Indiana
Schumaker, Clyde	South Whitley, Indiana
Schwenk, Mayne A.	Laketon, Indiana
Schworm, John	Howe, Indiana
Seider, Beatrice	Lakeville, Indiana
Sellers, Florence	Fostoria, Ohio
Sellers, Helen	Denver, Indiana
Shamberger, Daniel	Macy, Indiana
Shank, Edith	Wabash, Indiana
Shirtz, Helen	Francesville, Indiana
Shively, Mildred	Etna Green, Indiana
Shively, Laura Madge	Bunker Hill, Indiana
Shock, Susie	North Manchester, Indiana
Shriner, Josephine	Huntington, Indiana
Sickafoose, Donald	Huntington, Indiana
Sites, Edith	Idaville, Indiana
Smart, Mary	Zenia, Ohio
Smeltzly, Mary	Urbana, Indiana

Smith, Laveta	Huntington, Indiana
Smuck, Ruby	Converse, Indiana
Snell, Lois	North Manchester, Indiana
Snyder, Clayton	Mexico, Indiana
Snyder, Hope	Walkerton, Indiana
Snyder, Thelma	Walkerton, Indiana
Smith, Eleanor	Bunker Hill, Indiana
Stangle, Alice	Laketon, Indiana
Stebbins, Alice	Dayton, Ohio
Steman, Herman	Silver Lake, Indiana
Stuber, Lydia	Deedsville, Indiana
Stuber, Trivola	Peru, Indiana
Studebaker, Mary	Eaton, Indiana
Swank, Bernice	Huntington, Indiana
Swank, Mildred	Huntington, Indiana
Teel, Marie	Denver, Indiana
Tennant, Edna	Sidney, Indiana
Tinkel, Arthur	Wabash, Indiana
Titus, Mabel	Roann, Indiana
Tomson, Frances	Roann, Indiana
Tyner, Fleda	Laketon, Indiana
Utter, Elma	Claypool, Indiana
Waggoner, Nellie	Denver, Indiana
Walter, Myrtle	North Manchester, Indiana
Ward, Myrtle	North Manchester, Indiana
Ward, Martha	Mentone, Indiana
Ward, Mary	Denver, Indiana
Weimer, Pauline	Wabash, Indiana
Weller, Ruth	Akron, Indiana
White, Marguerite	Marion, Indiana
Wimmer, Agnes Bernice	Marion, Indiana
Wrights, Doris	Peru, Indiana
Wolfe, Lela	Mansfield, Ohio
Yoder, Harry	South Whitley, Indiana
Yoder, Martha	South Whitley, Indiana
Yoder, Maude	Deedsville, Indiana
Young, Mary	Lafontaine, Indiana
Young, Edna	Huntington, Indiana
Young, Elvie	Huntington, Indiana

Total 244.

ACADEMY

Albaugh, Clyde	Sidney, Ohio
Allan, Louis	North Manchester, Indiana
Anderson, Mignon	North Manchester, Indiana
Anderson, Paul	North Manchester, Indiana

Bagwell, Dorothy	North Manchester, Indiana
Bailey, Edna	Wauneta, Nebraska
Banbury, Lucile	Danville, Ohio
Bantz, Wilbur	Brookville, Ohio
Baptista, Alfonso	Chicago, Illinois
Beahm, Mary	Nokesville, Virginia
Benner, Claire	Yale, Iowa
Blocher, Ruth	North Manchester, Indiana
Blocher, Paul	North Manchester, Indiana
Bosler, Edna	Huntertown, Indiana
Bosler, Horace	Huntertown, Indiana
Bowser, Ruth	Prescott, Michigan
Boyd, Ruth	North Manchester, Indiana
Boyer, Ernest	North Manchester, Indiana
Brooks, Etta	North Manchester, Indiana
Brooks, Hazel	North Manchester, Indiana
Browne, Joe	North Manchester, Indiana
Brubaker, Leland	Chicago, Illinois
Burns, Beulah	North Manchester, Indiana
Caskey, Bessie	North Manchester, Indiana
Coblentz, Marie	Peru, Indiana
Coblentz, Mildred	Peru, Indiana
Coblentz, Ruth	Peru, Indiana
Coffman, Edith	Sterling, Ohio
Cordier, Ruth	Hartville, Ohio
Deardorff, Marie	North Manchester, Indiana
Delk, William	North Manchester, Indiana
Dickey, Dallas	North Manchester, Indiana
Dickey, Grace	Laketon, Indiana
Driver, Clara	North Manchester, Indiana
Dunning, Edna	Wenatchee, Washington
Early, Bertha	Beaverton, Michigan
Early, Carrie	Lima, Ohio
Eberwine, Lucille	Arcanum, Ohio
Eichenberger, Cedric	Modoc, Kansas
Eiler, Austin	Laketon, Indiana
Elmore, George	Monticello, Indiana
Estes, Robert	Lewisport, Kentucky
Fager, George	Clovis, New Mexico
Fager, Ray	Clovis, New Mexico
Fall, Florence	Lagro, Indiana
Fields, Harry	North Manchester, Indiana
Fish, Harold	Elkhart, Indiana
Fisher, Herbert	Peru, Indiana
Frantz, Edith	North Manchester, Indiana
Frantz, Royal	Sunfield, Michigan

Garst, Mrs. Naomi	Dayton, Ohio
Gleason, Jerome	North Manchester, Indiana
Good, Ruth	Bellevuue, Ohio
Greenawalt, Mildred	Goshen, Indiana
Grossnickle, Mary	Silver Lake, Indiana
Hahn, Floyd	Pendleton, Indiana
Harper, Clara	Ashland, Ohio
Harwood, George	Benzonia, Michigan
Heeter, Glea	North Manchester, Indiana
Hendriz, Everett	North Manchester, Indiana
Hill, Mildred	Urbana, Ohio
Hollinger, Oma	Greenville, Ohio
Horn, Evelyn	Roseville, Ohio
Horn, Mark	Roseville, Ohio
Huffman, Emma	Wenatchee, Washington
Humbert, Catherine	South Whitley, Indiana
Hummer, Edgar	North Manchester, Indiana
Hummer, Nellie	North Manchester, Indiana
Johnson, Marjorie	Lewisport, Kentucky
Johnson, Maurice	Lewisport, Kentucky
Johnston, Roger	Detroit, Michigan
Kessler, Dennis	Quinter, Kansas
Kintner, Galen	North Manchester, Indiana
Kintner, Ruth	North Manchester, Indiana
Kreider, Howard	Custer, Michigan
Landis, Harvey	Houston, Virginia
Leedy, Harry	North Manchester, Indiana
Leibert, Ethel	Pyrmont, Indiana
Lovegrove, Mary	Ozark, Michigan
Lovegrove, Rolland	Ozark, Michigan
Mason, Mabel	Prescott, Michigan
McCoy, Elsie	Albia, Iowa
McKee, Mina	North Manchester, Indiana
Metzger, Bernice	Lintner, Illinois
Mishler, Russell	Ellett, Ohio
Monce, Myrl	North Manchester, Indiana
Moser, Florence	South Whitley, Indiana
Myers, Sarah	Hartville, Ohio
Neff, Lucile	New Paris, Indiana
Nicodemus, Clara	North Manchester, Indiana
Nicodemus, Pauline	North Manchester, Indiana
Noll, Robert	North Manchester, Indiana
Norris, Mabel	North Manchester, Indiana
Norris, Wilbur	North Manchester, Indiana
Olinger, Roy	North Manchester, Indiana
Patrick, Archie	Ross, Michigan

Priser, Jesse	North Manchester, Indiana
Priser, Kenton	North Manchester, Indiana
Reber, Horace	North Manchester, Indiana
Renner, Harry	Pleasant Hill, Ohio
Reppert, Mabel	North Manchester, Indiana
Rowe, Ernest	Poland, Ohio
Sargent, Etoile	Bradford, Ohio
Schubert, Ruth	North Manchester, Indiana
Schutz, Albert	Pendora, Ohio
Shively, Zelma	North Manchester, Indiana
Snider, Martha	Lima, Ohio
Stern, Jake	Beaverton, Michigan
Stump, Pearl	New Madison, Ohio
Stutsman, Fern	Goshen, Indiana
Stutsman, Ralph	Goshen, Indiana
Thomas, Chloe	Alvada, Ohio
Thomas, Irvin	Latty, Ohio
Van Dyke, Eunice	Winona Lake, Indiana
Voorhees, Russell	North Manchester, Indiana
Wagoner, Blanche	Greenville, Ohio
Weaver, Sara	North Manchester, Indiana
Weaver, Rowena	North Manchester, Indiana
Weaver, Roger	North Manchester, Indiana
Weimer, Chester	North Manchester, Indiana
Weimer, Donald	North Manchester, Indiana
Wehrley, Crilla	Greenville, Ohio
Weller, Russell	North Manchester, Indiana
Weller, Forrest	Silver Lake, Indiana
Williams, Alta	North Manchester, Indiana
Wine, Clara	North Manchester, Indiana
Wine, Wilmer	North Manchester, Indiana
Winger, Robert	North Manchester, Indiana
Winter, Vernon	Brewton, Alabama
Witter, Hazel	North Manchester, Indiana
Young, Everett	North Manchester, Indiana

Total, 131.

VOICE

Adams, Ruth	North Manchester, Indiana
Anderson, Usta	North Manchester, Indiana
Anderson, Mignon	North Manchester, Indiana
Banbury, Lucile	Danville, Ohio
Bantz, Mrs. Martha	Brookville, Ohio
Beahm, Sara	Nokesville, Virginia
Bittle, William	Manistee, Michigan
Blickenstaff, Mrs. L. C.	North Manchester, Indiana

Bollinger, Amsey	Fruitland, Idaho
Bollinger, Wilbur	Fruitland, Idaho
Bookwalter, Jesse	Trotwood, Ohio
Book, Gertrude	North Manchester, Indiana
Burns, Bessie	North Manchester, Indiana
Burrous, Mae	Lincoln, Indiana
Carbiener, Dorothy	Bremen, Indiana
Coblentz, Ruth	Peru, Indiana
Coffman, David	Sterling, Ohio
Coy, Everett	Tippecanoe City, Ohio
Driver, Clara	North Manchester, Indiana
Driver, Blanche	North Manchester, Indiana
Eby, Pearl	Fruitland, Idaho
Eberwine, Lucile	Arcanum, Ohio
Elmore, George	Monticello, Indiana
Farley, Leila	North Manchester, Indiana
Forney, Kathryn	Jalalpor, India
Forney, Ruth	Jalalpor, India
Funderburg, Mabel	Tippecanoe City, Ohio
Garst, Naomi	Dayton, Ohio
Garver, Ruth	Poland, Ohio
Geyer, Dorothy	Milford, Indiana
Gnagey, Miriam	West Milton, Ohio
Good, Ruth	Bellevue, Ohio
Grossnickle, Mary	Silver Lake, Indiana
Heestand, Warren	Nappanee, Indiana
Heeter, Glea	North Manchester, Indiana
Heim, Pleasant	North Liberty, Indiana
Hodgden, Elsie	Huntington, Indiana
Hoff, Amos	Maywood, Illinois
Hoff, John L.	Maywood, Illinois
Hoover, Mrs. Candace	North Manchester, Indiana
Ikenberry, Marie	North Manchester, Indiana
Keller, Eldon	Fredericktown, Ohio
Kesler, Ilah	Quinter, Kansas
Kindy, Merl	Huntington, Indiana
Kreider, Howard	Custer, Michigan
Leaman, Mary	Creston, Ohio
Lozier, Harry	Warsaw, Indiana
Martin, Fern	New Paris, Indiana
McKee, Mina	North Manchester, Indiana
Metzger, Marie	Claypool, Indiana
Metzger, Ruth	Claypool, Indiana
Miller, Estella	Eldorado, Ohio
Miller, Howard	Nappanee, Indiana
Miller, Mary	Bradford, Ohio

Moyer, Harrison	Dayton, Ohio
Moyer, John	Dayton, Ohio
Moyer, Orpha	Dayton, Ohio
Moyer, Roy	Dayton, Ohio
Neff, Lucile	New Paris, Indiana
Peters, Vera	New Paris, Indiana
Renner, Harry	Pleasant Hill, Ohio
Sadler, Verdah Marie	Hart, Michigan
Scrogum, Arthur	Hart, Michigan
Sonafrank, Floyd	Bunker Hill, Indiana
Swank, Vera	Bellefontaine, Ohio
Swope, Lana	Dayton, Ohio
Teeter, Forrest	Tippecanoe City, Ohio
Tombaugh, Ruth	Roann, Indiana
Tridle, Blanche	Sidney, Indiana
Wall, Geneva	Clark's Hill, Indiana
Weaver, Emma	North Manchester, Indiana
Weaver, Sara	North Manchester, Indiana
Weller, Forrest	Silver Lake, Indiana
Wetter, Ethel	Bippus, Indiana
Wine, Clara	North Manchester, Indiana
Workman, Mabel	North Manchester, Indiana
Young, Helen	North Manchester, Indiana
Younker, F. T.	Creston, Ohio

Total, 80—19 not previously counted.

EXPRESSION.

Beahm, Esther	Nokesville, Virginia
Bowman, Miriam	Wabash, Indiana
Bright, Lydia	Arcanum, Ohio
Brower, Edna	Kitchel, Indiana
Brumbaugh, Lois	Bradford, Ohio
Burke, Eldon	Walkerton, Indiana
Byerly, Sarah	Elkhart, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Hollenberg, Grace	Gleichen, Alberta, Canada
Ingle, Vera	Fostoria, Ohio
Keller, Mabel	Fredericktown, Ohio
Marburger, Walter	Monticello, Indiana
Martin, Fern	New Paris, Indiana
Metzger, Carl	Smithville, Ohio
Metzger, Marie	Claypool, Indiana
Miller, Georgia	Laketon, Indiana
Moyer, Faye	Alvordton, Ohio
Neher, Elsie Mae	Tippecanoe City, Ohio
Senseman, Gladys	Pleasant Hill, Ohio

Shisler, Sarah	Vernfield, Pennsylvania
Shriver, Ruth	New Philadelphia, Ohio
Smith, Albert	North Manchester, Indiana
Smith, Verona	North Manchester, Indiana
Swope, Lana	Dayton, Ohio
Tombaugh, Ruth	Roann, Indiana
Weller, Russell	North Manchester, Indiana
Weller, Maude	North Manchester, Indiana
Wright, Opal	North Manchester, Indiana
Young, Helen	North Manchester, Indiana

Total, 29—5 not previously counted.

PIANO.

Beahm, Sara	Nokesville, Virginia
Brubaker, Edith	Chicago, Illinois
Buckingham, Mildred	South Whitley, Indiana
Burke, Eldon	Walkerton, Indiana
Byerly, Sara	Elkhart, Indiana
Carbiener, Dorothy	Bremen, Indiana
Chambers, Harold	Grand Rapids, Michigan
Cunningham, Ruth	North Manchester, Indiana
Cunningham, Naomi	North Manchester, Indiana
Dotterer, Mrs. Emma	North Manchester, Indiana
Dilling, Olive	Hagerstown, Indiana
Farley, Leila	North Manchester, Indiana
Ford, Thelma	Claypool, Indiana
Garst, Mrs. Naomi	Dayton, Ohio
Geyer, Thorold	Milford, Indiana
Glunt, Iva	North Manchester, Indiana
Heaston, Ollie	Huntington, Indiana
Heim, Pleasant	North Liberty, Indiana
Hippensteel, Beulah	North Manchester, Indiana
Hodgden, Elsie	Huntington, Indiana
Howe, Clara	North Manchester, Indiana
Jordan, Mary	Bippus, Indiana
Kesler, Ilah	Quinter, Kansas
Lehman, Bertha	North Manchester, Indiana
Lozier, Harry	Warsaw, Indiana
Marshall, Lois	Rome City, Indiana
Martin, Fern	New Paris, Indiana
Mason, Mabel	Prescott, Michigan
Miller, Estella	Eldorado, Ohio
Miller, Mary	Bradford, Ohio
Moyer, Faye	Alvordton, Ohio
Moyer, Harrison	Dayton, Ohio
Moyer, Orpha	Dayton, Ohio

Napier, Wm.	Climax, Georgia
Piper, Freda	North Manchester, Indiana
Reber, Paul	North Manchester, Indiana
Reber, James	North Manchester, Indiana
Renner, Harry	Pleasant Hill, Ohio
Royer, Hubert	Bellefontaine, Ohio
Swope, Lana	Dayton, Ohio
Wagoner, Blanche	Greenville, Ohio
Weaver, Emma	North Manchester, Indiana
Weller, Maud	North Manchester, Indiana
Wetter, Ethel	Bippus, Indiana
Winger, Paul	North Manchester, Indiana
Young, Ethel	North Manchester, Indiana

Total, 46—12 not previously counted.

HOME ECONOMICS.

Adams, Ruth	North Manchester, Indiana
Anderson, Mignon	North Manchester, Indiana
Arnold, Leona	Greenville, Ohio
Bantz, Mrs. Martha	Brookville, Ohio
Boyd, Mary	North Manchester, Indiana
Boyd, Ruth	North Manchester, Indiana
Brooks, Etta	North Manchester, Indiana
Brooks, Hazel	North Manchester, Indiana
Buckingham, Mildred	South Whitley, Indiana
Burrous, Mae	Lincoln, Indiana
Butterbaugh, Dorothy	North Manchester, Indiana
Caskey, Bessie	North Manchester, Indiana
Clark, Orpha	North Manchester, Indiana
Cordier, Ruth	Hartville, Ohio
Denlinger, Alma	Dayton, Ohio
DeVilbiss, Opal	Trotwood, Ohio
Dickey, Grace	Laketon, Indiana
Driver, Blanche	North Manchester, Indiana
Dilling, Olive	Hagerstown, Indiana
Dungan, Garnet	Markle, Indiana
Eberwine, Lucile	Arcanum, Ohio
Frantz, Edith	North Manchester, Indiana
Funderburg, Mabel	Tippecanoe City, Ohio
Good, Ruth	Bellevue, Ohio
Gorham, Erba	Sunfield, Michigan
Gump, Marjorie	North Manchester, Indiana
Gump, Pauline	North Manchester, Indiana
Hawkins, Esther	Mooreland, Indiana
Heaston, Ollie	Huntington, Indiana
Heim, Pleasant	North Liberty, Indiana

Helser, Dessie	Thornville, Ohio
Hill, Mildred	Urbana, Indiana
Hodgden, Elsie	Huntington, Indiana
Hoff, Eva	Egeland, North Dakota
Horn, Evelyn	Roseville, Ohio
Judy, Vivian	Francesville, Indiana
Keller, Mabel	Fredericktown, Ohio
Knoop, Vera	Claypool, Indiana
Kreider, Flo	South Whitley, Indiana
Lovegrove, Mary	Ozark, Michigan
McKee, Mina	North Manchester, Indiana
Mosier, Florence	South Whitley, Indiana
Neher, Elsie Mae	Tippecanoe City, Ohio
Nicodemus, Clara	North Manchester, Indiana
Nicodemus, Pauline	North Manchester, Indiana
Puterbaugh, Miriam	Union, Ohio
Rinehart, Elizabeth	Cutler, Indiana
Rinehart, Nellie	Cutler, Indiana
Rittenhouse, Miriam	Liberty Mills, Indiana
Robertson, Alwilda	North Liberty, Indiana
Shank, Edith	Wabash, Indiana
Shillinger, Emma	Roann, Indiana
Snider, Martha	Lima, Ohio
Stangle, Alice	Laketon, Indiana
Thomas, Chloe	Alvado, Ohio
Vose, Ruth	Ithaca, New York
Wagoner, Blanche	Greenville, Ohio
Wetters, Ethel	Bippus, Indiana
Wolfe, Madeline	North Manchester, Indiana
Workman, Mabel	North Manchester, Indiana
Wrights, Doris	Peru, Indiana
Young, Helen	North Manchester, Indiana
Young, Mabel	Mogadore, Ohio

Total, 63.

COMMERCIAL.

Banbury, Lucile	Danville, Ohio
Baptista, Alfonso	Chicago, Illinois
Bechtold, Hazel	North Manchester, Indiana
Bowman, Raymond	Huntington, Indiana
Boyd, Mary	North Manchester, Indiana
Brill, Ira C.	Arcadia, Indiana
Butterbaugh, Wright	Silver Lake, Indiana
Circle, Chalmer	Sidney, Indiana
Coblentz, Mildred	Peru, Indiana
Coffman, David	Sterling, Ohio

Cook, Mary	Nevada, Ohio
DeLancy, Cecil	North Manchester, Indiana
Delk, William	North Manchester, Indiana
Dilling, Olive	Hagerstown, Indiana
Fall, Florence	Lagro, Indiana
Fisher, Herbert	Peru, Indiana
Garver, Ruth	Poland, Ohio
Good, Naomi	Dutton, Michigan
Gwinn, Georgia	Roann, Indiana
Hendrix, Everett	North Manchester, Indiana
Heeter, Mildred	North Manchester, Indiana
Hill, Mildred	Urbana, Ohio
Hippensteel, Maurine	North Manchester, Indiana
Hoff, Eva	Egeland, North Dakota
Hollenberg, John	Gleichen, Alberta, Canada
Holloway, Thelma	South Whitley, Indiana
Johnson, Marjorie	Lewisport, Kentucky
Kintner, Galen	North Manchester, Indiana
Kircher, Edith	North Manchester, Indiana
Mansfield, Effie	Muncie, Indiana
Marlott, Mildred	Hagerstown, Indiana
Marshall, Lois	Rome City, Indiana
McKimmey, Ruth	Beaverton, Michigan
Metzger, Carl	Smithville, Ohio
Metzger, Lucile	Claypool, Indiana
Miller, Hazel	Nappanee, Indiana
Miller, Henrietta	Washington, D. C.
Miller, Howard	Nappanee, Indiana
Mote, Mabel	Brookville, Ohio
Neff, Lucile	New Paris, Indiana
Noll, Robert	North Manchester, Indiana
Reckard, Hilda	South Whitley, Indiana
Reckard, Mildred	South Whitley, Indiana
Rittenhouse, Miriam	Liberty Mills, Indiana
Roose, Emmett	North Manchester, Indiana
Shaffer, Mary	Huntington, Indiana
Shively, Zelma	North Manchester, Indiana
Slater, Irene	Flat Rock, Ohio
Stutsman, Fern	Goshen, Indiana
Stutsman, Ralph	Goshen, Indiana
Swank, Mildred	Huntington, Indiana
Weaver, Rowena	North Manchester, Indiana
Winger, Robert	North Manchester, Indiana
Wolfe, Mildred	North Manchester, Indiana
Workman, Quincy	Danville, Ohio
Zimmerman, Ethel	New Carlisle, Ohio

Total—56—24 not previously counted.

BIBLE.

Arnold, Levi	New Paris, Indiana
Bagwell, C. E.	North Manchester, Indiana
Bagwell, Russell	North Manchester, Indiana
Beahm, Esther	Nokesville, Virginia
Blocher, Mrs. H. D.	North Manchester, Indiana
Bollinger, Wilbur	Fruitland, Idaho
Bright, J. D.	Arcanum, Ohio
Brower, Edna	Kitchel, Indiana
Brumbaugh, Hazel	Union, Ohio
Brumbaugh, Lois	Bradford, Ohio
Buckingham, Mildred	South Whitley, Indiana
Burns, Bessie	North Manchester, Indiana
Byerly, Sarah	Elkhart, Indiana
Carbiener, Dorothy	Bremen, Indiana
Chambers, Harold	Grand Rapids, Michigan
Cook, Mary	Nevada, Ohio
Couser, Friend	Waynesville, Ohio
Cover, S. L.	Laketon, Indiana
Cunningham, J. L.	North Manchester, Indiana
Denlinger, Alma	Dayton, Ohio
Dotterer, Mrs. Emma	North Manchester, Indiana
Dunbar, Willard	Bowers, Indiana
Fairburn, Vernon	Indianapolis, Indiana
Flory, Charles	Nokesville, Virginia
Forney, Kathryn	Jalapor, India
Funderburg, Mabel	Tippecanoe City, Ohio
Garst, John	Dayton, Ohio
Geyer, Dorothy	Milford, Indiana
Good, John	North Manchester, Indiana
Goshorn, Marie	Ladoga, Indiana
Groff, Forrest	North Manchester, Indiana
Grossnickle, Ivah	North Manchester, Indiana
Gump, Margery	North Manchester, Indiana
Hawkins, Esther	Mooreland, Indiana
Heim, Pleasant	North Liberty, Indiana
Hiller, Cletus	Kenmore, Ohio
Hollenberg, Grace	Gleichen, Alberta, Canada
Hoover, Buryl	Hastings, Michigan
Hoover, Mrs. Candace	Hastings, Michigan
Hornish, Ina	Defiance, Ohio
Ikenberry, Marie	North Manchester, Indiana
Karns, Roy	Dayton, Ohio
Kindy, Ivan	North Manchester, Indiana
Kindy, Mrs. Ivan	North Manchester, Indiana
Kreider, Flo	South Whitley, Indiana

Lautzenhizer, Sarah	North Manchester, Indiana
Lehman, Della	Mansfield, Ohio
Lehman, Galem	Custer, Michigan
Longenacker, Paul	Indianapolis, Indiana
Lovegrove, Mary	Ozark, Michigan
Lozier, Harry	Warsaw, Indiana
Marburger, Walter	Monticello, Indiana
Martin, Fern	New Paris, Indiana
Metzger, Marie	Claypool, Indiana
Miller, Hazel	Nappanee, Indiana
Morse, Albertine	New Philadelphia, Ohio
Mote, A. O.	North Manchester, Indiana
Mote, Mrs. A. O.	North Manchester, Indiana
Moyer, Faye	Alvordton, Ohio
Murray, D. R.	Dayton, Ohio
Neff, Noble	Milford, Indiana
Neher, Catherine	North Manchester, Indiana
Noffsinger, Susie	Dayton, Ohio
Odgen, Warner	Laketon, Indiana
Penrod, Dewey	Laketon, Indiana
Petersime, F. H.	North Manchester, Indiana
Petersime, Mrs. Edith	North Manchester, Indiana
Pettigrew, Pauline	Fortville, Indiana
Poppaw, Mary	New Madison, Ohio
Shaffer, Ira	Francesville, Indiana
Shillinger, Emma	Roann, Indiana
Shisler, Sara	Vernfield, Pennsylvania
Sink, Robert	North Manchester, Indiana
Smeltzer, John	Noblesville, Indiana
Stauffer, Robert	North Manchester, Indiana
Stebbins, Catherine	Dayton, Ohio
Stebbins, Frank	Dayton, Ohio
Stebbins, Roy	Dayton, Ohio
Swope, Lana	Dayton, Ohio
Ulrey, Russell	North Manchester, Indiana
Wall, Geneva	Clark's Hill, Indiana
Weaver, Emma	North Manchester, Indiana
Wells, John	Camden, Indiana
Wolfe, Rolland	Hartville, Ohio
Woods, George	Ashland, Ohio
Younker, F. T.	Creston, Ohio
Zimmerman, Ethel	New Carlisle, Ohio

Total 89—7 not previously counted.

AGRICULTURE

Bailey, Edna	Wauneta, Nebraska
Beahm, Mary	Nokesville, Virginia
Boyer, Ernest	North Manchester, Indiana
Brooks, Harlan	Clayton, Ohio
Coblentz, Marie	Peru, Indiana
Early, Bertha	Beaverton, Michigan
Early, Carrie	Lima, Ohio
Eberwine, Lucile	Arcanum, Ohio
Fall, Florence	Lagro, Indiana
Fields, Harry	North Manchester, Indiana
Frantz, Edith	North Manchester, Indiana
George, Lester	Dayton, Ohio
Good, Ruth	Bellevue, Ohio
Greenwalt, Mildred	Goshen, Indiana
Hahn, Floyd	Pendleton, Indiana
Heeter, Ira	Roann, Indiana
Hippensteel, Jay	North Manchester, Indiana
Hostetler, Harvey	Payette, Idaho
Humbert, Catherine	South Whitley, Indiana
Kessling, Roscoe	Cadiz, Indiana
Kindy, Lester	Middlebury, Indiana
Kreider, Howard	Custer, Michigan
Landis, Harvey	Houston, Virginia
Leibert, Ethel	Pyrmont, Indiana
Lovegrove, Rolland	Ozark, Michigan
Marburger, Walter	Monticello, Indiana
Mishler, Russel	Ellet, Ohio
Paul, Nelson	New Paris, Indiana
Priser, Kenton	North Manchester, Indiana
Pulley, Harry	North Manchester, Indiana
Reed, Glen	Constanine, Michigan
Replogle, Fred	Rossville, Indiana
Rinehart, Clifford	Union, Ohio
Schworm, John	Howe, Indiana
Shaffer, Ira	Francesville, Indiana
Snider, Mary	Lima, Ohio
Stebbins, Carl	Dayton, Ohio
Stebbins, Frank	Dayton, Ohio
Stebbins, Roy	Dayton, Ohio
Teeter, Forrest	Tippecanoe City, Ohio
Weller, Russel	North Manchester, Indiana
Weller, Forrest	Silver Lake, Indiana
Witter, Hazel	North Manchester, Indiana
Woods, George	Ashland, Ohio
Young, Ethel	North Manchester, Indiana

ART

Anderson, Mignon	North Manchester, Indiana
Avery, Jessie	West Alexandria, Ohio
Binkerd, Mary	Wabash, Indiana
Black, Clyde	New Carlisle, Ohio
Boyd, Ruth	North Manchester, Indiana
Brooks, Granville	Clayton, Ohio
Brower, Rhea	New Lebanon, Ohio
Brubaker, Leland	Chicago, Illinois
Brumbaugh, Mrs. J. C.	North Manchester, Indiana
Butterbaugh, Dorothy	North Manchester, Indiana
Clark, Orpha	North Manchester, Indiana
Coblentz, Marie	Peru, Indiana
Crawford, Mary	Arcanum, Ohio
Crumrine, Irene	Greenville, Ohio
Deeter, Pearl	Greenville, Ohio
Delancy, Rose	North Manchester, Indiana
Early, Bertha	Beaverton, Michigan
Eby, Pearl	Fruitland, Idaho
Eidemiller, Thelma	Phoneton, Ohio
Eikenberry, Mrs. A. R.	North Manchester, Indiana
Filburn, Marie	Tippecanoe City, Ohio
Fisher, Herbert	Peru, Indiana
Flory, Naomi	Union, Ohio
Garman, Ruby	Claypool, Indiana
Geyer, Thorold	Mildford, Indiana
Gnagey, Miriam	West Milton, Ohio
Groff, Elizabeth	West Alexandria, Ohio
Guthrie, Morris	Lafayette, Ohio
Gwinn, Georgia	Roann, Indiana
Hendrix, Everett	North Manchester, Indiana
Hill, Mildred	Urbana, Ohio
Hodgden, Elsie	Huntington, Indiana
Hollinger, Oma	Greenville, Ohoi
Huffman, Tresie	Roann, Indiana
Hummer, Nellie	North Manchester, Indiana
Ingle, Vera	Fostoria, Ohio
Johnson, Marjorie	Lewisport, Kentucky
Johnson, Maurice	Lewisport, Kentucky
Kitner, Galen	North Manchester, Indiana
Knopp, Vera	Claypool, Indiana
Landis, Harvey	Houston, Virginia
Leibert, Ethel	Pyrmont, Indiana
McCoy, Elsie	Albia, Iowa
McKee, Mina	North Manchester, Indiana
McKee, Tross	North Manchester, Indiana

Metzger, Bernice	Lintner, Illinois
Miller, Cleo	Sidney, Indiana
Mishler, Florence	Ellet, Ohio
Mobley, Kern	Walton, Indiana
Neff, Bernice	New Paris, Indiana
Patrick, Archie	Ross, Michigan
Patton, Mabel	Chillicothe, Ohio
Priser, Kenton	North Manchester, Indiana
Renner, Harry	Pleasant Hill, Ohio
Rinehart, Elizabeth	Cutler, Indiana
Rinehart, Nellie	Cutler, Indiana
Sherman, Ethel	Osborn, Ohio
Stangle, Alice	Laketon, Indiana
Stern, Jake	Beaverton, Michigan
Stump, Pearl	New Madison, Ohio
Stutsman, Ralph	Goshen, Indiana
Swank, Vera	Bellefontaine, Ohio
Swope, Marshall	Dayton, Ohio
Thomas, Chloe	Alvada, Ohio
Weller, Maude	North Manchester, Indiana
Williams, Alta	North Manchester, Indiana
Wine, Clara	North Manchester, Indiana
Wine, Mrs. N. B.	Dayton, Ohio
Winger, Ida	North Manchester, Indiana
Winters, Vernon	Brewton, Alabama
Workman, Sarah	Danville, Ohio
Wrights, Doris	Peru, Indiana
Young, Ethel	North Manchester, Indiana
Young, Galen	Shuffield, Ohio
Young, Mabel	Mogadore, Ohio

CORRESPONDENCE AND SPECIAL STUDENTS.

Adams, N. E.	Huntington, Indiana
Adams, Waldo	Claypool, Indiana
Alber, Calvin	Lucerne, Indiana
Angel, Irene	Cromwell, Indiana
Biggerstaff, Mary	Wabash, Indiana
Blough, J. Roy	Astoria, Illinois
Brenton, Emily	South Whitley, Indiana
Bowman, Katie	Clifton Forge, Virginia
Burrous, Lee	Lincoln, Indiana
Cattin, Lucile	Wabash, Indiana
Corier, Andrew	Hartville, Ohio
Freed, Irene	Williamstown, Ohio
Garst, John M.	Dayton, Ohio
Garber, Charles	Markle, Indiana

Garber, Cora	Markle, Indiana
Geiger, Harvey	Warsaw, Indiana
Goshorn, Marie	Ladoga, Indiana
Haupert, Ruth	Somerset, Indiana
Hoffman, Ralph	Roann, Indiana
Iffert, Anna	Nappanee, Indiana
Lingle, Helen	Bippus, Indiana
Lewallen, Harry	North Webster, Indiana
Karns, Loren	Markle, Indiana
Kindy, Glen	Middlebury, Indiana
Kurtz, Ada	Hartville, Ohio
La Forge, Mae	Francesville, Indiana
Leslie, Claude	Sidney, Indiana
Miller, Ada	Lima, Ohio
Ogden, Mark	Laketon, Indiana
Rowdabaugh, S. E.	West Liberty, Iowa
Scrogrum, Ira	Hart, Michigan
Sellers, Florence	Fostoria, Ohio
Sellers, John	Topeka, Indiana
Shively, Mildred	Etna Green, Indiana
Shultz, Herman	Huntington, Indiana
Stinebaugh, Virgil	Camden, Indiana
Troxel, Kathryn	Wabash, Indiana
Yaney, Edith	Bartletsville, Oklahoma
Yoder, L .J.	North Manchester, Indiana
Wine, N. B.	Dayton, Ohio
Workman, Quincy	Danvile, Ohio
Whitehead, Glen	North Manchester, Indiana

Total number of students enrolled, 830.

BACHELOR OF ARTS.

1900—	Smith, Troy, Teacher	Portland, Indiana
	Tannreauther, George W., Teacher in University of Missouri	Columbia, Missouri
1902—	Early, S. P., Pastor	Windber, Pennsylvania
	Layman, George, Teacher	Roanoke, Virginia
1903—	Cottrel, D. O., Minister	Rocky Ford, Colorado
1906—	Foster, O. D., Teacher in Y. M. C. A. College,	Chicago, Illinois
1908—	Studebaker, Jessie (Boone), Deceased	
1909—	Stoner, D. L., Deceased	
1910—	Studebaker, M. E., Teacher	Muncie, Indiana
1912—	Kintner, Edward, Science Teacher	Manchester College
	Stout, M. A., Teacher	Sebring, Florida
	Studebaker, H. A., Pastor	Sterling, Illinois

1913—Beery, Geno, Student of Medicine......Chicago, Illinois
Morris, Charles, Teacher, McPherson College...........
.... McPherson, Kansas
Schwalm, V. F., History Teacher....Manchester College
1914—Moyer, Della, Deceased ....
Moyer, Elgin, Teacher..............Chicago, Illinois
Schultz, L. W., Director of Religious Education
..........................North Manchester, Indiana
Sollenberger, I. J., Student of University of Ohio
.... Columbus, Ohio
Stine, O. W., Business................Goshen, Indiana
Stoner, E. N., Farmer ....Ladoga, Indiana
Stoner, Florence (Burkett).......... Ladoga, Indiana
Wagoner, G. F., Pastor............... Arcadia, Indiana
1915—Blough, S. S., Pastor .... Astoria, Illinois
Boomershine, Reuben, Student ....Chicago, Illinois
Boomler, W. E., Ranchman ...... Shepherd, Montana
Boyer, W. F., Bookkeeper ..North Manchester, Indiana
Brubaker, H. A., Pastor .... Pasadena, California
Brumbaugh, J. C., Pastor .... Cairo Gordo, Illinois
Dunbar, J. E., Farmer .... Bowers, Indiana
Grisso, Lillian, Missionary .... India
Grossnickle, Russel, Student of University of Indiana
.... Bloomington, Indiana
Helman, H. H., Pastor .... South Bend, Indiana
Irick, Simon, Teacher .... Rossville, Indiana
Myers, C. I., Teacher.........Edgemont, South Dakota
Oberholtzer, Elizabeth, (Weybright), Missionary
.... Peking, China
Peter, W. W., Teacher........... Manchester College
Sellers, Arthur, Teacher and Pastor
.... Shipshewana, Indiana
Senger, Nettie Missionary ....Peking, China
Smeltzer, Jesse, Pastor .... Giradr, Illinois
Peters, Rowena (Stoner)....North Manchester, Indiana
Ulrey, Loraine, Teacher ....North Manchester, Indiana
Yoder, C. H. ....Los Angeles, California
1916—Bonewitz, Beatrice, Teacher..North Manchester, Indiana
Eley, Theodore, Teacher ....Versailles, Ohio
Flory, Rolland, Teacher .... Indiana
Holl, Carl, Teacher ..Student Ohio State Normal
Hoover, O. L., Student ....Columbus, Ohio
Kessler, Agnes, Student ....Chicago, Illinois
Leonard, J. W., Teacher ....Louisvile, Kentucky
Miller, R. H., Pastor ....LaVerne, California
Murray, Grace (Barnhart) .... Wabash, Indiana

Shively, T. A., Teacher .... Denver, Indiana
Shidler, N. M., Pastor .... Rossville, Indiana
Shock, Laura, Missionary Teacher ....China
Smith, Freadus, Commercial Chemist .... Birmingham, Alabama
Smith, Lois, Teacher ....Frankfort, Indiana
Snavely, Everett, Farmer ....Waterloo, Iowa
Sollenberger, C. C., Pastor ... Johnstown, Pennsylvania
Stutsman, Sadie, Art and Expression Teacher (Wampler) .... Manchester Colege
Swartz, Goldie, Missionary .... India
Tinkle, William, Pastor .... Portland, Indiana
Winger, Roger, Teacher .... McPherson, Kansas
1917—Barker, Marie (Kindell) .... Covington, Ohio
Blough, Carman, Teacher University of Wisconsin
Buckley,Wm. J., Pastor .... Dayton, Ohio
Dickey, Orville, Teacher .... Omaha, Nebraska
Dunbar, Anna (Ikenberry)........... Bowers, Indiana
Frantz, E. R. .... Roann, Indiana
Fundenberg, Drue, Student ......Betheny Bible School
Gingerich, Jacob H., Expression Teacher ....Bethany Bible School
Grossnickle, Warren, Teacher ...... Rockfield, Indiana
Grosh, Pearl M., Medical Student ..Madison, Wisconsin
Heisey, W. J., Missionary ....Shou Yang, China
Holl, Dio L., Student............Ohio State University
Irvin, Floyd, Pastor, Student ...Hartford, Connecticutt
Mallott, Floyd, History, Student Betheny Bible School
Miller, Marcus C., Medical Student, Teacher Blue Ridge College ....East Windsor, Maryland
Minnich, Eva (Shepfer)................Elgin, Illinois
Minnich, Spencer, Assistant to Secretary of General Mission Board ....
Philips, George, Student.........Bethany Bible School
Randolph, H. S., Teacher..Manchester College, Indiana
Randolph, Ida (Press)......North Manchester, Indiana
Royer, Galen, Student ....Bethany Bible School
Schaffer, Mary Ann, Missionary ....Ping Ting Shein, Shansi, China
Schubert, Carl, Business ....North Manchester, Indiana
Shively, Marie, Teacher ....Laketon, Indiana
Sites, D. E., Business ......Colorado Springs, Colorado
Sollenberger, O. C., Missionary..........Peking, China
Stinebaugh, W. C., Student ......Bethany Bible School
Ulrey, A. L., Banker ....North Manchester, Indiana
West, Daniel, Teacher .... Pleasant Hill, Ohio

	Wright, Charles A., Religious Director	Ithaca, Michigan
	Yoder, Leslie J., Student	Manchester College
1918—	Beahm, Anna (Mow,	Bethany Bible School
	Boyd, Anna, Teacher	Manchester College
	Brookins, Mary, Teacher	New Waverly, Indiana
	Byerly, C. C., Teacher	Farmers City, Illinois
	Delk, Margaret (Bollinger) Home Economics Teacher	Manchester College
	Eisenbise, Esther	Chicago, Illinois
	Hoffman, Albert C., Teacher	White Pigeon, Michigan
	Huffman, Anna, Deceased	
	Jobes, Mrs. Pearl, Teacher	Arcanum, Ohio
	Keever, J. C., Teacher	Marathon, Ohio
	Keim, Anna (Keim)	Nampa, Idaho
	Keim, C. Ray, Teacher	Nampa, Idaho
	Miller, Elsie, Teacher	Manchester College
	Miller, Leo H., Pastor	Ladoga, Indiana
	Mummert Cletus B., Teacher	LaCenter, Kentucky
	Plaughter, Leroy	Beaverdam, Ohio
	Royer, Nellie (Reddlebaugh)	Chicago, Illinois
	Sollenberger, Laurel, Teacher	Fletcher, Ohio
	Warner, Losier, Teacher	North Manchester, Indiana
	Weaver, Myrtis	Goshen, Indiana
	Wenger, Russel, Bible Teacher	Manchester College
	White, Ralph, Student	Bethany Bible School
	Woods, Beulah, Teacher	Nampa, Idaho
1919——	Bechtel, Lola, Nurse's Training	Chicago, Illinois
	Brown, Nettie, Missionary	India
	Epply, Garret, Superintendent of Schools	Francesville, Indiana
	Flory, Margaret, Teacher	Elgin, Illinois
	Garver, Miriam, Teacher	Trotwood, Ohio
	Heestand, Cora (Fisher)	Bethany Bible School
	Heeter, Tressa (Hoffman) Teacher	Roann, Indiana
	Helser, Albert, Student	Bethany Bible School
	Irvin, Trude (Mishler)	Homeworth, Ohio
	Jobes, Herschel, Teacher	Arcanum, Ohio
	Kessler, Emma, Teacher	Fruitland, Idaho
	Kintner, Elizabeth, Missionary	India
	Metzger, Ida, Medical Student	Los Angeles, California
	Minnich, Ruth (Neher)	Greenville, Ohio
	Shamberger, C. H., Pastor	Fruitland, Idaho
	Wagoner, Dora, Deceased	
	Weybright, Edith	Bethany Bible School
	Yohn, Ora (Hale)	Chicago, Illinois

THE LIBRARY OF THE

1920—	A. D. Helser, M. A.	Thornville, Ohio
	Aughinbaugh, Ethel, A. B. Degree	North Manchester, Indiana
	Aughinbaugh, Fred	North Manchester, Indiana
	Baker, Adah, Teacher	North Manchester, Indiana
	Beahm, William, Student	Bethany Virginia
	Blickenstaff, Marie	North Manchester, Indiana
	Brubaker, Lila	Virden, Illinois
	Crowell, J. D., Teacher	North Manchester, Indiana
	Fields, Ida, Teacher	New Paris, Indiana
	Fisher, Everett, Student	Bethany, Indiana
	Fisher, William, Teacher	Baltic, Ohio
	Hawbaker, Merlin O., Teacher	North Manchester, Indiana
	Hershey, John G., Student	Bethany Bible School
	Hoke, Mildred M., Teacher	Huntington, Indiana
	Keener, Anna, Teacher	Greenville, Ohio
	Lautzenhiser, Bertha, Teacher	North Manchester, Indiana
	Metzler, Burton, Student	Bethany Bible School
	Metzler, John, Teacher	Nappanee, Indiana
	Miller, Clemmy O., Teacher	Blue Ridge College
	Moomaw, Ira, Student	Columbus, Ohio
	Morris, Arthur, Teacher	North Manchester, Indiana
	Mote, Arthur O., Student	Manchester College
	Mote, Ora E., Student	Woodland, Michigan
	Moy, Gwong	Canton, China
	Moyer Glen A.	Alvordton, Ohio
	Postma, Elizabeth	Bethany Bible School
	Shull, Jesse C., Student	Girard, Illinois
	Stoner, Paul, Farmer	Ladoga, Indiana
	Taylor, Mary, Teacher	Eaton, Indiana
	Wine, Celesta	Chicago, Illinois
	Moomaw, Mabel (Winger)	Columbus, Ohio

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